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ABSTRACT

This publication consists of the main and mini reports for Missouri's Show-Me Standards and vocational education competencies for business education. This database documents the common ground between academic skills and vocational competencies. Both components of the Show-Me Standards--knowledge (content) and performance (process)--have been cross-referenced to the vocational competency lists included in this database. Both reports begin with terms and definitions, competency lists available, and table of contents to activities available in all areas. The main report then provides the cross reference to the show-me standards for the following: accounting I and II; business and personal law; business communications; business economics; business management; business technology; computer business applications; international business; introduction to business; keyboarding and keyboard applications; and mathematics in business. The duty band and task statement are correlated to knowledge and performance as well as academic skills: math, communication arts, science, social studies, health/physical education, and fine arts. All are identified by letters and/or numbers. Fourteen sample business education activities have these components: grade level, teaching time frame, rationale, unit description, learner outcomes correlated to frameworks (academic skills), activity name, description, materials or resources required, specific directions for organizing and conducting activity, assessment, and required materials. The mini report's cross-reference to Show-Me Standards uses words in its correlation of duty bands and task statements to knowledge (content) and performance (goals). Duty bands, task statements, knowledge, and performance are presented in statement format. (YLB)

ED 421 647

Business Education
Missouri's Show-Me Standards and Vocational Education Competencies
Cross Reference
Main Report
Mini Report

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Missouri's Show-Me Standards and Vocational Education Competencies

Cross Reference

Main Report
September 1997

BUSINESS EDUCATION

Foreword

This database documents the common ground that has existed for years between academic skills and vocational competencies. It is intended to be ***"a model,"*** not *"the model,"* of how vocational and academic educators can work together to strengthen foundation skills needed by students in K-12 grades.

Both components of the Show-Me Standards--knowledge (content) and performance (process)--have been cross-referenced to the vocational competency lists included in this database, as have many Curriculum Frameworks statements.

Because most vocational program are taught in the 9-12th grade levels, suggested academic knowledge and performance skills (Curriculum Frameworks) for **grades 9-12** have been used for this pilot project The only exception is the Exploratory Family and Consumer Sciences course, which is taught in middle and junior high grades, and is therefore, cross-referenced to grades 5-8 Curriculum Frameworks.

Sample activities have been developed for most competency lists, also. The writers of these activities used the crosswalk information to develop actual, "real world" classroom activities that teach/reinforce academic *and* vocational concepts.

This project is intended to provide a **starting point** for school districts working on integrating academic and vocational skills, so customization of the crosswalk is highly encouraged. Both printed and electronic versions of the information are available from the Instructional Materials Laboratory. (See previous page for address and ordering information.) Initial data entry has been done in Microsoft *Access 2.0.*

Credits

This project, which was called "Vocational 21st Century Curriculum" during the development stage, has taken the dedication of **many individuals** to bring it this far. Without the following individual contributors, this work could not have been accomplished.

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Harold Harden, (IE) Auto Collision Technology
Phyllis Hastings, (FACS) Family Living and Parenthood

Key to codes:
AG = Agriculture Education, BE = Business Education, FACS = Family and Consumer Science Education, ME = Marketing Education, IE = Industrial Education, IE-HO = Health Occupations

Diana Henry, (FACS) Industrial Sewing; Custom Sewing; Fashion Merchandising; Clothing & Textiles, Intermediate & Advanced
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Jonathan Hoer, (AG) Ag Science II
Gay Holman, (BE) Business Management; Accounting I and II
Terri Jungers, (BE) Computer Business Applications
Pat LaDuke, (FACS) Family and Individual Health
Sally Lillard, (BE) Business Economics
Mila Lowry, (BE) Business Management; Keyboarding and Keyboarding Applications
Pat McKee, (IE) Electrical Trades
Bob McNary, (AG) Ag. Marketing, Ag. Construction
Jack Miller, (IE) Machine Tool Technology
Milton Moore, (IE) Drafting
Stanley Moore, (IE) Building Trades
Barbara Mountjoy, (IE-HO) Health Care Assistant
Neil Preston, (IE) Electronics
Calvin Pyle, (AG) Ag Management
Tyne Rabourn, (BE) Business and Personal Law
Donna Robart, (BE) Business Communications
Mary Kay Robinson, (FACS) Custom Sewing; Industrial Sewing; Fashion Merchandising
Paul Santaularia, (IE) Culinary Arts
Sam Schulte, (IE) Auto Collision Technology
Amy Schupp, (BE) Mathematics in Business
James Scott, (IE) Commercial Art
Pat See, (IE) Cosmetology
Linda Siess, (IE) Cosmetology
Garry Sloan, (IE) Building Maintenance
Brenda Smith, (FACS) Family/Consumer Resource Management
Mike Smith, (IE) Auto Collision Technology
Teresa Stark, (IE) Culinary Arts
Marie Toms, (BE) Business Technology
Carolyn Vargas, (BE) Introduction to Business
Peggy White, Communication Arts
Dean Whitlow, (IE) Industrial Maintenance
Gay Wieland, (FACS) Family and Consumer Sciences; Exploratory FACS
Del Winston, (IE) AC/Heating & Refrigeration
Rick Witt, (ME) Marketing Education

Terms and Definitions

Like any other project, this one has its own language. Here's an explanation of the basic terms:

Framework: A state document that articulates benchmark statements for all grade ranges in six disciplines: communication arts, fine arts (comprised of dance, music, theatre and visual arts), health education/physical education, mathematics, science and social studies. Some disciplines address content statements (*to know*), others process statements (*to do*) and some do both. By examining the three-column landscape layout of each discipline, you can tell if there is a direct correlation between a *to know* and a *to do* statement (e.g., communication arts). The benchmark lists *to know* statements in the far left column, *to do* statements in the middle and offers sample activities in the far right column.

Outstanding Schools Act: This is the law that announced Missouri's Show-Me Standards and set the process in motion for creating the framework. The Act promotes higher standards in students' knowledge and performance.

Show-Me Standards: The Standards define what all Missouri students should know and be able to do upon graduation. It is divided into four performance goals and six knowledge standards. Because these Standards (73 total) have the force of law, all school districts must incorporate them into their curriculum.

Strand: Strands are general statements, written in Roman numerals, that organize each discipline within the framework (e.g., Problem Solving, Communication, Reasoning, Connections, etc.)

Competency List (August 5, 1997)

Agricultural Education
1. Adv. Crop Production
Adv. Livestock Production
Agribusiness
2. Agricultural Construction
3. Agricultural Machinery
4. Agricultural Management and Economics
5. Agricultural Marketing
6. Agricultural Power I
7. Agricultural Power II
8. Agricultural Science I
9. Agricultural Science I Supplement
10. Agricultural Science II
11. Agricultural Structures I
12. Agricultural Structures II
13. Animal Science
14. Fish and Wildlife Mgmt.
15. Floristry
16. Forest Mgmt.
17. Food Science and Technology
18. Greenhouse Operation and Mgmt.
19. Horticulture
20. Landscaping and Turf Mgmt.
• Leadership I and II
• Leadership and Personal Development for Advanced Students
21. Processing and Marketing Forest Products
• SAE (Supervised Agri. Experience) Program

Business Education
22. Accounting I
23. Accounting II
24. Business and Personal Law
25. Business Communications
26. Business Economics
27. Business Management
28. Business Technology
29. Computer Business Applications
★ Computer Programming
30. International Business
31. Introduction to Business
32. Keyboarding and Keyboard Applications
33. Mathematics in Business

Family and Consumer Sciences Education
34. Child Care Provider/Assistant
35. Child Development, Care and Guidance
36. Clothing and Textiles, Intermediate
37. Clothing and Textiles, Advanced
38. Contemporary Living
39. Core Employment Skills
40. Custom Sewing
41. Exploratory FACS
• FACS Leadership, Change, Careers
42. Family and Consumer Sciences
43. Family/Consumer Resource Management
44. Family/Individual Health
45. Family Living and Parenthood
46. Fashion/Fabric Consultant
★ Food and Nutrition - Interm. and Adv.
47. Food Service Worker
★ Home Ec I and II
★ Home Management
48. Housing, Home Furnishings and Equipment
49. Industrial Sewing
50. Nutrition and Wellness

Industrial Education
51. AC, Heating and Refrigeration
52. Auto Technology
53. Auto Collision Technology
54. Building Maintenance
55. Cabinetmaking
56. Carpentry
57. Commercial Art
58. Cosmetology
59. Culinary Arts
60. Diesel Mechanic
61. Drafting
62. Electrical Trades
63. Electronics
64. Graphic Communications/Printing
65. Industrial Maintenance
• Leadership (VICA)
66. Machine Tool Technology
67. Masonry
68. Plumbing
69. Small Engines
70. Welding

Health Occupations
Administrative Med. Asst.
71. Dental Aide
72. Health Care Assistant (core competencies)
73. Nurse Assistant/Aide
Pharmacy Aide
Physical Therapist Aide
Practical Nursing

Marketing Education
Cooperative Vocational Education
Entrepreneurship
Free Enterprise Economics
74. Marketing Education
Supervisory Management

★ = Obsolete
# = By design, not included in crosswalk/database project
• = "Across-the-board" competencies

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Asexual Plant Propagation	Greenhouse Operation and Management (1993)	Dan Chappell	AG-7
Developing Cost Estimates	Landscaping and Turf Management (1994)	Harry Bertrand, Jr.	AG-10
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Processing Payroll	Accounting I (1991)	Gay Holman	BE-1
Consumer Protection	Business and Personal Law (1993)	Pat Dittman	BE-3
Exploring Criminal Law	Business and Personal Law (1993)	Tyne Rabourn	BE-5
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Activity Title	Competency Profile(s)	Author(s)	Page
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Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A 1	CA 1	1.1		CA / I.. / 9-12 / 2 / b				
	CA 4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
A 2	CA 1	1.2		CA / I.. / 9-12 / 2 / *				
	CA 3	1.8		CA / I.. / 9-12 / 3 / a				
		2.1		CA / I.. / 9-12 / 3 / b				
				CA / I.. / 9-12 / 3 / c				
				CA / I.. / 9-12 / 3 / f				
				CA / I.. / 9-12 / 6 / a				
				CA / I.. / 9-12 / 6 / c				
				CA / I.. / 9-12 / 6 / d				
				CA / II.. / 9-12 / 3 / *				
A 3	CA 1	1.1		CA / I.. / 9-12 / 1 / b				
	CA 3	1.2						
	CA 4	1.4						
		1.5						
		1.7						
		2.1						
		2.6						
A 4	CA 1	1.1		CA / I.. / 9-12 / 1 / b				
	CA 3	1.2						
	CA 4	1.4						
		1.5						
		1.7						
		2.1						
		2.6						
A 5	CA 1	1.1		CA / I.. / 9-12 / 2 / *				
	CA 3	1.2		CA / I.. / 9-12 / 3 / *				
	CA 4	1.4						
		1.5						
		1.7						
		2.1						
		2.6						
B 1	CA 1	1.1		CA / I.. / 9-12 / 2 / b				

KEY:
* = may use all "to do" statements
# = same Frameworks as previous competency
98 = same Frameworks as previous competency
99 = "to know" statements may not be applicable

Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA 4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
B.2	CA 1	1.1		CA / I.. / 9-12 / 1 / b				
	CA 3	1.2		CA / I.. / 9-12 / 1 / c				
	CA 4	1.4		CA / I.. / 9-12 / 2 / c				
		1.5		CA / I.. / 9-12 / 3 / d				
		2.1		CA / I.. / 9-12 / 3 / e				
		3.1		CA / I.. / 9-12 / 3 / f				
				CA / I.. / 9-12 / 5 / d				
				CA / I.. / 9-12 / 6 / a				
				CA / I.. / 9-12 / 6 / c				
				CA / I.. / 9-12 / 6 / d				
				CA / II.. / 9-12 / 3 / c				
				CA / III.. / 9-12 / 1 / a				
				CA / III.. / 9-12 / 1 / d				
				CA / III.. / 9-12 / 1 / h				
				CA / III.. / 9-12 / 1 / j				
B.3	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		2.1						
		3.1						
B.4	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		2.1						
		3.1						
B.5	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		2.1						

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Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.1						
B.6	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b		SS / I.D / 9-12 / 3 / b		
	CA.3	1.2	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / c		SS / I.D / 9-12 / 3 / g		
	CA.4	1.4	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / d		SS / I.D / 9-12 / 3 / k		
	MA.1	1.5	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / a		SS / I.D / 9-12 / 7 / b		
	MA.3	1.6	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 2 / c		SS / I.D / 9-12 / 7 / g		
	SS.4	1.7	MA / IV.. / 9-12 / 1 / c	CA / I.. / 9-12 / 3 / *		SS / I.D / 9-12 / 7 / k		
		1.10	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 6 / a		SS / II.D / 9-12 / 4 / b		
		2.1	MA / IV.. / 9-12 / 2 / a	CA / I.. / 9-12 / 6 / c		SS / II.D / 9-12 / 4 / g		
		2.5	MA / IV.. / 9-12 / 2 / b	CA / I.. / 9-12 / 6 / d		SS / II.D / 9-12 / 4 / h		
		3.1	MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 3 / *		SS / III.D / 9-12 / 1 / b		
		3.2	MA / IV.. / 9-12 / 2 / d	CA / II.. / 9-12 / 4 / *		SS / III.D / 9-12 / 1 / c		
		3.8	MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / a		SS / III.D / 9-12 / 1 / e		
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / d		SS / III.D / 9-12 / 1 / f		
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / e		SS / III.D / 9-12 / 1 / h		
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / f		SS / III.D / 9-12 / 2 / b		
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j		SS / III.D / 9-12 / 2 / c		
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e		SS / III.D / 9-12 / 2 / e		
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 1 / h		SS / III.D / 9-12 / 2 / f		
			MA / V.. / 9-12 / 2 / c			SS / III.D / 9-12 / 2 / h		
			MA / V.. / 9-12 / 3 / a			SS / IV.D / 9-12 / 1 / b		
			MA / V.. / 9-12 / 3 / c			SS / IV.D / 9-12 / 1 / d		
			MA / V.. / 9-12 / 4 / a			SS / IV.D / 9-12 / 1 / e		
			MA / V.. / 9-12 / 4 / c			SS / IV.D / 9-12 / 1 / g		
			MA / VII.. / 9-12 / 1 / a			SS / IV.D / 9-12 / 1 / h		
			MA / VII.. / 9-12 / 1 / c			SS / IV.D / 9-12 / 1 / i		
			MA / VII.. / 9-12 / 1 / g			SS / IV.D / 9-12 / 1 / k		
			MA / VII.. / 9-12 / 1 / h			SS / IV.D / 9-12 / 2 / b		
			MA / VII.. / 9-12 / 2 / a			SS / IV.D / 9-12 / 2 / d		
			MA / VII.. / 9-12 / 2 / c			SS / IV.D / 9-12 / 2 / e		
			MA / VII.. / 9-12 / 2 / g			SS / IV.D / 9-12 / 2 / g		
			MA / VII.. / 9-12 / 2 / h			SS / IV.D / 9-12 / 2 / h		
			MA / VII.. / 9-12 / 4 / a			SS / IV.D / 9-12 / 2 / i		
			MA / VII.. / 9-12 / 4 / c			SS / IV.D / 9-12 / 2 / k		
			MA / VII.. / 9-12 / 4 / g			SS / IV.D / 9-12 / 3 / b		

KEY:
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98 = same Frameworks as previous competency
99 = "to know" statements may not be applicable

Competency Profile Date 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / VII.. / 9-12 / 4 / h MA / VII.. / 9-12 / 5 / a MA / VII.. / 9-12 / 5 / c MA / VII.. / 9-12 / 5 / g MA / VII.. / 9-12 / 5 / h			SS / IV.D / 9-12 / 3 / d SS / IV.D / 9-12 / 3 / e SS / IV.D / 9-12 / 3 / g SS / IV.D / 9-12 / 3 / h SS / IV.D / 9-12 / 3 / i SS / IV.D / 9-12 / 3 / k		
B.7	CA.1 CA.3 CA.4 MA.1 MA.3 SS.4	1.1 1.2 1.4 1.5 1.6 1.7 1.10 2.1 2.5 3.1 3.2 3.8	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
B.8	CA.1 CA.3 CA.4 MA.1 MA.3 SS.4	1.1 1.2 1.4 1.5 1.6 1.7 1.10 2.1 2.5 3.1 3.2 3.8	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
B.9	CA.1 CA.3 CA.4 MA.1 MA.3	1.1 1.2 1.4 1.5 1.6	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		

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Competency Profile Date: 1991

Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
B.10	CA.1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.3	1.2						
	CA.4	1.4						
	MA.1	1.5						
	MA.3	1.6						
	SS.4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
B.11	CA.1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.3	1.2						
	CA.4	1.4						
	MA.1	1.5						
	MA.3	1.6						
	SS.4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
C.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				

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Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
C.2	CA.1	1.5		CA / II.. / 9-12 / 3 / c				
		2.1						
C.3	CA.1	1.1		CA / I.. / 9-12 / 1 / d				
	CA.3	1.5		CA / I.. / 9-12 / 3 / a				
		1.6		CA / I.. / 9-12 / 3 / e				
				CA / I.. / 9-12 / 3 / f				
				CA / I.. / 9-12 / 6 / a				
				CA / III.. / 9-12 / 1 / a				
C.4	CA.1	1.1		CA / I.. / 9-12 / 1 / b				
	CA.3	1.4		CA / I.. / 9-12 / 1 / d				
	CA.4	1.5		CA / I.. / 9-12 / 2 / a				
		1.6		CA / I.. / 9-12 / 3 / a				
		1.8		CA / I.. / 9-12 / 3 / c				
		2.1		CA / I.. / 9-12 / 3 / e				
		2.5		CA / I.. / 9-12 / 6 / a				
		2.7		CA / II.. / 9-12 / 3 / a				
		3.1		CA / II.. / 9-12 / 3 / c				
				CA / III.. / 9-12 / 1 / a				
				CA / III.. / 9-12 / 1 / d				
				CA / III.. / 9-12 / 1 / j				
C.5	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.5	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.6	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.8	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / a				
	MA.3	1.10	MA / IV.. / 9-12 / 2 / c	CA / I.. / 9-12 / 3 / b				
		2.1	MA / IV.. / 9-12 / 3 / c	CA / I.. / 9-12 / 6 / a				
		2.2	MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / a				
		2.5	MA / V.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / d				
		2.7	MA / V.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / j				
		3.1	MA / V.. / 9-12 / 4 / a					
		4.8	MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 5 / a					
C.6	CA.1	1.4		CA / I.. / 9-12 / 1 / b				
	CA.3	1.6		CA / I.. / 9-12 / 3 / b				

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Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	1.8		CA / I.. / 9-12 / 6 / a				
		1.10		CA / III.. / 9-12 / 1 / a				
		2.5		CA / III.. / 9-12 / 1 / j				
		3.1						
		4.8						
C.7	CA.1	1.4		CA / I.. / 9-12 / 1 / b				
	CA.3	1.6		CA / I.. / 9-12 / 1 / d				
	CA.4	1.8		CA / I.. / 9-12 / 2 / a				
	MA.1	1.10		CA / I.. / 9-12 / 3 / *				
	MA.3	2.5		CA / I.. / 9-12 / 6 / a				
		3.1		CA / III.. / 9-12 / 1 / a				
		4.8		CA / III.. / 9-12 / 1 / e				
				CA / III.. / 9-12 / 1 / h				
				CA / III.. / 9-12 / 1 / i				
				CA / III.. / 9-12 / 1 / j				
				CA / IV.. / 9-12 / 1 / e				
C.8	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
C.9	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
C.10	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	MA.1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA.3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / '				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 4 / g				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / i				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
C.11	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						

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Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.2						
		4.8						
C.12	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
C.13	CA.1	1.4	MA / I.. / 9-12 / 1 / '	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / '	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / '	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / '				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
C.14	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
C.15	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.5	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.6	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.8	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / a				
	MA.3	1.10	MA / IV.. / 9-12 / 2 / c	CA / I.. / 9-12 / 3 / b				
		2.1	MA / IV.. / 9-12 / 3 / c	CA / I.. / 9-12 / 6 / a				
		2.2	MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / a				
		2.5	MA / V.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
		2.7	MA / V.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / j				
		3.1	MA / V.. / 9-12 / 4 / a					
		4.8	MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 5 / a					
D.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / b				
D.2	CA.1	1.5	MA / II.. / 9-12 / 1 / d	CA / I.. / 9-12 / 1 / b				
	CA.3	1.7	MA / II.. / 9-12 / 1 / e					
	CA.4	1.8	MA / II.. / 9-12 / 1 / h					
	MA.1	1.10	MA / II.. / 9-12 / 2 / d					
		2.5	MA / II.. / 9-12 / 2 / e					
		4.4	MA / II.. / 9-12 / 2 / h					
		4.8	MA / II.. / 9-12 / 3 / d					
			MA / II.. / 9-12 / 3 / e					
			MA / II.. / 9-12 / 3 / h					
			MA / II.. / 9-12 / 4 / d					
			MA / II.. / 9-12 / 4 / e					
			MA / II.. / 9-12 / 4 / h					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					

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			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / *					
			MA / V.. / 9-12 / 2 / *					
			MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
D.3	CA.1	1.5	MA / II.. / 9-12 / 1 / d	CA / I.. / 9-12 / 1 / b				
	CA.3	1.7	MA / II.. / 9-12 / 1 / e					
	CA.4	1.8	MA / II.. / 9-12 / 1 / h					
	MA.1	1.10	MA / II.. / 9-12 / 2 / d					
		2.5	MA / II.. / 9-12 / 2 / e					
		4.4	MA / II.. / 9-12 / 2 / h					
		4.8	MA / II.. / 9-12 / 3 / d					
			MA / II.. / 9-12 / 3 / e					
			MA / II.. / 9-12 / 3 / h					
			MA / II.. / 9-12 / 4 / d					
			MA / II.. / 9-12 / 4 / e					
			MA / II.. / 9-12 / 4 / h					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / *					
			MA / V.. / 9-12 / 2 / *					
			MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
D.4	CA.1	1.5	MA / II.. / 9-12 / 1 / d	CA / I.. / 9-12 / 2 / a				
	CA.3	1.7	MA / II.. / 9-12 / 1 / e	CA / I.. / 9-12 / 2 / e				
	CA.4	1.8	MA / II.. / 9-12 / 1 / h	CA / I.. / 9-12 / 6 / c				
	MA.1	1.10	MA / II.. / 9-12 / 2 / d	CA / IV.. / 9-12 / 1 / e				
		2.5	MA / II.. / 9-12 / 2 / e	CA / IV.. / 9-12 / 1 / g				
		4.4	MA / II.. / 9-12 / 2 / h					
		4.8	MA / II.. / 9-12 / 3 / d					
			MA / II.. / 9-12 / 3 / e					
			MA / II.. / 9-12 / 3 / h					

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / II.. / 9-12 / 4 / d					
			MA / II.. / 9-12 / 4 / e					
			MA / II.. / 9-12 / 4 / h					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / *					
			MA / V.. / 9-12 / 2 / *					
			MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
D.5	CA.1	1.8	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 1 / b				
	CA.3	1.10	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 2 / a				
	CA.4	2.5	MA / IV.. / 9-12 / 1 / c	CA / I.. / 9-12 / 3 / a				
	MA.1	4.4	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 3 / b				
		4.8	MA / IV.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 2 / c	CA / I.. / 9-12 / 6 / c				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
D.6	CA.1	1.5	MA / II.. / 9-12 / 1 / d	CA / I.. / 9-12 / 2 / a				
	CA.3	1.7	MA / II.. / 9-12 / 1 / e	CA / I.. / 9-12 / 2 / e				
	CA.4	1.8	MA / II.. / 9-12 / 1 / h	CA / I.. / 9-12 / 6 / c				
	MA.1	1.10	MA / II.. / 9-12 / 2 / d	CA / IV.. / 9-12 / 1 / e				
		2.5	MA / II.. / 9-12 / 2 / e	CA / IV.. / 9-12 / 1 / g				
		4.4	MA / II.. / 9-12 / 2 / h					
		4.8	MA / II.. / 9-12 / 3 / d					
			MA / II.. / 9-12 / 3 / e					
			MA / II.. / 9-12 / 3 / h					
			MA / II.. / 9-12 / 4 / d					

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Accounting I

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / II.. / 9-12 / 4 / e					
			MA / II.. / 9-12 / 4 / h					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / *					
			MA / V.. / 9-12 / 2 / *					
			MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
D.7	CA.1	1.8	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 1 / b				
	CA.3	1.10	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 2 / a				
	CA.4	2.5	MA / IV.. / 9-12 / 1 / c	CA / I.. / 9-12 / 3 / a				
	MA.1	4.4	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 3 / b				
		4.8	MA / IV.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 2 / c	CA / I.. / 9-12 / 6 / c				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
D.8	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
E.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
E.2	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
E.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
E.4	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
E.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
E.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
E.7	CA.1	1.4		CA / I.. / 9-12 / 1 / b				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA 3	1.6		CA / I.. / 9-12 / 3 / b				
	CA 4	1.8		CA / I.. / 9-12 / 6 / a				
		1.10		CA / III.. / 9-12 / 1 / a				
		2.5		CA / III.. / 9-12 / 1 / j				
		3.1						
		4.8						
E 8	CA 1	1.4	MA / I.. / 9-12 / 1 / '	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / '	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / '	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / '				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
E 9	CA 1	1.4	MA / I.. / 9-12 / 1 / '	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 2 / '	CA / I.. / 9-12 / 1 / c				
	CA 4	1.10	MA / I.. / 9-12 / 3 / '	CA / I.. / 9-12 / 1 / d				
	MA 1	2.1	MA / I.. / 9-12 / 4 / '	CA / I.. / 9-12 / 2 / a				
	MA 3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / '				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / a	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 3 / c					
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / g					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
			MA / VII.. / 9-12 / 5 / g					
E.10	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.1						
		3.2						
		4.8						
E.11	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
E.12	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
E.13	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
E.14	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						

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Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8						
E.15	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
E.16	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
E.17	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				

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Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA.1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / *				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / a	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 3 / c					
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / g					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
			MA / VII.. / 9-12 / 5 / g					
F.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				

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Accounting I

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
F.2	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
F.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
F.4	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
F.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
F.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8						
F.7	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
F.8	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
F.9	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.2	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 2 / d				
	MA.3	2.5	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / *				
		3.1	MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 6 / a				
		3.8	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 6 / c				
		4.8	MA / IV.. / 9-12 / 2 / d	CA / I.. / 9-12 / 6 / d				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / a				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / d				
			MA / V.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / f				
			MA / V.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / h				
			MA / V.. / 9-12 / 4 / a	CA / III.. / 9-12 / 1 / i				
				CA / III.. / 9-12 / 1 / j				
				CA / IV.. / 9-12 / 1 / e				
F.10	CA.1	1.8	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 1 / b				
	CA.3	1.10	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 2 / a				
	CA.4	2.5	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 3 / a				
	MA.1	4.4	MA / IV.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / b				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8	MA / IV.. / 9-12 / 2 / d	CA / I.. / 9-12 / 3 / i				
			MA / IV.. / 9-12 / 3 / b	CA / I.. / 9-12 / 6 / c				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / a				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / c				
			MA / V.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / f				
			MA / V.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 4 / a					
F.11	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
F.12	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA 3	2.5						
		3.1						
		4.8						
F.13	CA 1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA 3	1.6						
	CA 4	1.8						
	MA 1	1.10						
	MA 3	2.5						
		3.1						
		4.8						
F.14	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				
	CA 4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	MA 1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / *				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 4 / g				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / i				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / b				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
F.15	CA 1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA 3	1.8						
	CA 4	1.10						
	MA 1	2.1						
	MA 3	2.5						
		3.1						
		3.2						
		4.8						
F.16	CA 1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA 3	1.8						
	CA 4	1.10						
	MA 1	2.1						
	MA 3	2.5						
		3.1						
		3.2						
		4.8						
F.17	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
F.18	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					

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Competency Profile Date: 1991

Accounting I

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
F.19	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1 *	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
F.20	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
G.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
				CA / II.. / 9-12 / 3 / c				
G.2	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
G.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
G.4	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						

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Accounting I

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
G.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
G.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
G.7	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
H.1	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.4	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.5	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 1 / d				
	MA.1	1.6	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / a				
	MA.3	1.8	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 2 / b				
		1.10	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		2.1	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / *				
		2.2	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 6 / a				
		2.5	MA / III.. / 9-12 / 2 / b	CA / II.. / 9-12 / 3 / *				

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.7	MA / IV.. / 9-12 / 1 / a	CA / II.. / 9-12 / 4 / a				
		3.1	MA / IV.. / 9-12 / 1 / b	CA / II.. / 9-12 / 4 / b				
		4.8	MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 1 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / c				
			MA / IV.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 2 / c	CA / III.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 3 / d	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 1 / a	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 2 / c					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 3 / c					
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
H.2	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.4	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.5	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 1 / d				
	MA.1	1.6	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / a				
	MA.3	1.8	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 2 / b				
		1.10	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		2.1	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / *				
		2.2	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 6 / a				
		2.5	MA / III.. / 9-12 / 2 / b	CA / II.. / 9-12 / 3 / *				
		2.7	MA / IV.. / 9-12 / 1 / a	CA / II.. / 9-12 / 4 / a				
		3.1	MA / IV.. / 9-12 / 1 / b	CA / II.. / 9-12 / 4 / b				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8	MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 1 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / c				
			MA / IV.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 2 / c	CA / III.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 3 / d	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 1 / a	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 2 / c					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 3 / c					
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
I.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
I.2	CA.1	1.1		CA / I.. / 9-12 / 1 / b				
	CA.3	1.4		CA / I.. / 9-12 / 1 / d				
	CA.4	1.5		CA / I.. / 9-12 / 2 / a				
		1.6		CA / I.. / 9-12 / 3 / a				
		1.8		CA / I.. / 9-12 / 3 / c				
		2.1		CA / I.. / 9-12 / 3 / e				
		2.5		CA / I.. / 9-12 / 6 / a				
		2.7		CA / II.. / 9-12 / 3 / a				
		3.1		CA / II.. / 9-12 / 3 / c				
				CA / III.. / 9-12 / 1 / a				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
				CA / III.. / 9-12 / 1 / d				
				CA / III.. / 9-12 / 1 / j				
1.3	CA.1	1.1		CA / I.. / 9-12 / 1 / d				
	CA.3	1.5		CA / I.. / 9-12 / 3 / a				
		1.6		CA / I.. / 9-12 / 3 / e				
				CA / I.. / 9-12 / 3 / f				
				CA / I.. / 9-12 / 6 / a				
				CA / III.. / 9-12 / 1 / a				
1.4	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
1.5	CA.3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				

KEY: * = may use all "to do" statements # = same Frameworks as previous competency
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
1.6	CA 3	1.4		CA / I.. / 9-12 / 98 / #				
		1.8						
		1.10						
		2.7						
		4.8						

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Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	CA.1	1.1		CA / I. / 9-12 / 2 / b				
	CA.4	1.5		CA / II. / 9-12 / 3 / a				
				CA / II. / 9-12 / 3 / c				
A.2	CA.1	1.2		CA / I. / 9-12 / 2 / *				
	CA.3	1.8		CA / I. / 9-12 / 3 / a				
		2.1		CA / I. / 9-12 / 3 / b				
				CA / I. / 9-12 / 3 / c				
				CA / I. / 9-12 / 3 / f				
				CA / I. / 9-12 / 6 / a				
				CA / I. / 9-12 / 6 / c				
				CA / I. / 9-12 / 6 / d				
				CA / II. / 9-12 / 3 / *				
A.3	CA.1	1.1		CA / I. / 9-12 / 1 / b				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		1.7						
		2.1						
		2.6						
A.4	CA.1	1.1		CA / I. / 9-12 / 1 / b				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		1.7						
		2.1						
		2.6						
A.5	CA.1	1.1		CA / I. / 9-12 / 2 / *				
	CA.3	1.2		CA / I. / 9-12 / 3 / *				
	CA.4	1.4						
		1.5						
		1.7						
		2.1						
		2.6						
B.1	CA.1	1.1		CA / I. / 9-12 / 2 / b				

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Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
B.2	CA.1	1.1		CA / I.. / 9-12 / 1 / b				
	CA.3	1.2		CA / I.. / 9-12 / 1 / c				
	CA.4	1.4		CA / I.. / 9-12 / 1 / d				
		1.5		CA / I.. / 9-12 / 2 / c				
		2.1		CA / I.. / 9-12 / 3 / d				
		3.1		CA / I.. / 9-12 / 3 / e				
				CA / I.. / 9-12 / 3 / f				
				CA / I.. / 9-12 / 6 / a				
				CA / I.. / 9-12 / 6 / c				
				CA / I.. / 9-12 / 6 / d				
				CA / II.. / 9-12 / 3 / c				
				CA / III.. / 9-12 / 1 / a				
				CA / III.. / 9-12 / 1 / d				
				CA / III.. / 9-12 / 1 / h				
				CA / III.. / 9-12 / 1 / j				
B.3	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		2.1						
		3.1						
B.4	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		2.1						
		3.1						
B.5	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.3	1.2						
	CA.4	1.4						
		1.5						
		2.1						

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Competency Profile Date: 1991

Accounting II

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.1						
B.6	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b		SS / I.D / 9-12 / 3 / b		
	CA.3	1.2	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / c		SS / I.D / 9-12 / 3 / g		
	CA.4	1.4	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / d		SS / I.D / 9-12 / 3 / k		
	MA.1	1.5	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / a		SS / I.D / 9-12 / 7 / b		
	MA.3	1.6	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 2 / c		SS / I.D / 9-12 / 7 / g		
	SS.4	1.7	MA / IV.. / 9-12 / 1 / c	CA / I.. / 9-12 / 3 / *		SS / I.D / 9-12 / 7 / k		
		1.10	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 6 / a		SS / II.D / 9-12 / 4 / b		
		2.1	MA / IV.. / 9-12 / 2 / a	CA / I.. / 9-12 / 6 / c		SS / II.D / 9-12 / 4 / g		
		2.5	MA / IV.. / 9-12 / 2 / b	CA / I.. / 9-12 / 6 / d		SS / II.D / 9-12 / 4 / h		
		3.1	MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 3 / *		SS / III.D / 9-12 / 1 / b		
		3.2	MA / IV.. / 9-12 / 2 / d	CA / II.. / 9-12 / 4 / *		SS / III.D / 9-12 / 1 / c		
		3.8	MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / a		SS / III.D / 9-12 / 1 / e		
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / d		SS / III.D / 9-12 / 1 / f		
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / e		SS / III.D / 9-12 / 1 / h		
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / f		SS / III.D / 9-12 / 2 / b		
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j		SS / III.D / 9-12 / 2 / c		
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e		SS / III.D / 9-12 / 2 / e		
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 1 / h		SS / III.D / 9-12 / 2 / f		
			MA / V.. / 9-12 / 2 / c			SS / III.D / 9-12 / 2 / h		
			MA / V.. / 9-12 / 3 / a			SS / IV.D / 9-12 / 1 / b		
			MA / V.. / 9-12 / 3 / c			SS / IV.D / 9-12 / 1 / d		
			MA / V.. / 9-12 / 4 / a			SS / IV.D / 9-12 / 1 / e		
			MA / V.. / 9-12 / 4 / c			SS / IV.D / 9-12 / 1 / g		
			MA / VII.. / 9-12 / 1 / a			SS / IV.D / 9-12 / 1 / h		
			MA / VII.. / 9-12 / 1 / c			SS / IV.D / 9-12 / 1 / i		
			MA / VII.. / 9-12 / 1 / g			SS / IV.D / 9-12 / 1 / k		
			MA / VII.. / 9-12 / 1 / h			SS / IV.D / 9-12 / 2 / b		
			MA / VII.. / 9-12 / 2 / a			SS / IV.D / 9-12 / 2 / d		
			MA / VII.. / 9-12 / 2 / c			SS / IV.D / 9-12 / 2 / e		
			MA / VII.. / 9-12 / 2 / g			SS / IV.D / 9-12 / 2 / g		
			MA / VII.. / 9-12 / 2 / h			SS / IV.D / 9-12 / 2 / h		
			MA / VII.. / 9-12 / 4 / a			SS / IV.D / 9-12 / 2 / i		
			MA / VII.. / 9-12 / 4 / c			SS / IV.D / 9-12 / 2 / k		
			MA / VII.. / 9-12 / 4 / g			SS / IV.D / 9-12 / 3 / b		

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Competency Profile Date: 1991

Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / VII.. / 9-12 / 4 / h			SS / IV.D / 9-12 / 3 / d		
			MA / VII.. / 9-12 / 5 / a			SS / IV.D / 9-12 / 3 / e		
			MA / VII.. / 9-12 / 5 / c			SS / IV.D / 9-12 / 3 / g		
			MA / VII.. / 9-12 / 5 / g			SS / IV.D / 9-12 / 3 / h		
			MA / VII.. / 9-12 / 5 / h			SS / IV.D / 9-12 / 3 / i		
						SS / IV.D / 9-12 / 3 / k		
B 7	CA 1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA 3	1.2						
	CA 4	1.4						
	MA 1	1.5						
	MA 3	1.6						
	SS 4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
B 8	CA 1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA 3	1.2						
	CA 4	1.4						
	MA 1	1.5						
	MA 3	1.6						
	SS 4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
B 9	CA 1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA 3	1.2						
	CA 4	1.4						
	MA 1	1.5						
	MA 3	1.6						

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Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
B.10	CA.1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.3	1.2						
	CA.4	1.4						
	MA.1	1.5						
	MA.3	1.6						
	SS.4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
B.11	CA.1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.3	1.2						
	CA.4	1.4						
	MA.1	1.5						
	MA.3	1.6						
	SS.4	1.7						
		1.10						
		2.1						
		2.5						
		3.1						
		3.2						
		3.8						
B.12	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.2	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / d				
	MA.1	1.4	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 2 / a				
	MA.3	1.6	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 3 / *				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		1.8	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 6 / a				
		1.10	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 6 / c				
		3.1	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / d				
		3.2	MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.1	MA / IV.. / 9-12 / 1 / c	CA / III.. / 9-12 / 1 / d				
		4.8	MA / IV.. / 9-12 / 1 / d	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
C.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
C.2	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.4	1.5						
D.1	CA.1	1.1		CA / I.. / 9-12 / 98 / #				
	CA.4	1.5						
D.2	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
D 3	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					

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Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
D.4	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.2	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 2 / d				
	MA.3	2.5	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / *				
		3.1	MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 6 / a				
		3.8	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 6 / c				
		4.8	MA / IV.. / 9-12 / 2 / d	CA / I.. / 9-12 / 6 / d				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / a				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / d				
			MA / V.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / f				
			MA / V.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / h				
			MA / V.. / 9-12 / 4 / a	CA / III.. / 9-12 / 1 / i				
				CA / III.. / 9-12 / 1 / j				
				CA / IV.. / 9-12 / 1 / e				
D.5	CA.1	1.8	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 1 / b				
	CA.3	1.10	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 2 / a				
	CA.4	2.5	MA / IV.. / 9-12 / 1 / c	CA / I.. / 9-12 / 3 / a				
	MA.1	4.4	MA / IV.. / 9-12 / 1 / d	CA / I.. / 9-12 / 3 / b				
		4.8	MA / IV.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 2 / c	CA / I.. / 9-12 / 6 / c				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
D.6	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				

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Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	MA.1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / *				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 4 / g				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / i				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
D.7	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						

KEY: * = may use all "to do" statements # = same Frameworks as previous competency
98 = same Frameworks as previous competency 99 = "to know" statements may not be applicable

Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
D.8	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8	MA / II.. / 9-12 / 4 / d					
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
D.9	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
D.10	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8	MA / II.. / 9-12 / 4 / d					
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
D.11	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.2						
		4.8						
D.12	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
D.13	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
D.14	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.5	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / c				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	1.6	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.8	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / a				
	MA.3	1.10	MA / IV.. / 9-12 / 2 / c	CA / I.. / 9-12 / 3 / b				
		2.1	MA / IV.. / 9-12 / 3 / c	CA / I.. / 9-12 / 6 / a				
		2.2	MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / a				
		2.5	MA / V.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / d				
		2.7	MA / V.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / j				
		3.1	MA / V.. / 9-12 / 4 / a					
		4.8	MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 5 / a					
E.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
E.2	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
E.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
E.4	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	MA.1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / *				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 4 / g				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / i				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / b				
			MA / VII.. / 9-12 / 4 / a	CA / IV.. / 9-12 / 3 / c				

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Competency Profile Date: 1991

Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / VII.. / 9-12 / 4 / c	CA / IV.. / 9-12 / 3 / I				
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
E.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
E.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8	MA / II.. / 9-12 / 4 / d					
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
E.7	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
E.8	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
E.9	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
E.10	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.5	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / c				
	CA.4	1.6	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.8	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / a				
	MA.3	1.10	MA / IV.. / 9-12 / 2 / c	CA / I.. / 9-12 / 3 / b				
		2.1	MA / IV.. / 9-12 / 3 / c	CA / I.. / 9-12 / 6 / a				
		2.2	MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / a				
		2.5	MA / V.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / d				
		2.7	MA / V.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / j				
		3.1	MA / V.. / 9-12 / 4 / a					
		4.8	MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 5 / a					
E.11	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
F.1	CA 1	1.1		CA / I.. / 9-12 / 2 / b				
	CA 4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
F.2	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				
	CA 4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	MA 1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / *				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 4 / g				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / i				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / b				

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# = same Frameworks as previous competency
99 = "to know" statements may not be applicable

Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
F.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
F.4	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
F.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
F.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
F.7	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
F.8	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
F.9	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
G.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
G.2	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				

KEY: * = may use all "to do" statements # = same Frameworks as previous competency
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
G.3	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				
	CA 4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	MA 1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / *				

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 4 / g				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / i				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
G.4	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						
		3.2						
		4.8						
G.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.1						
	MA.3	2.5						
		3.1						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.2						
		4.8						
G.6	CA 1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA 3	1.8						
	CA 4	1.10						
	MA 1	2.1						
	MA 3	2.5						
		3.1						
		3.2						
		4.8						
G.7	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
G.8	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				

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Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA 3	1.8	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 1 / c				
	CA 4	1.10	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	MA 1	2.1	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 3	2.5	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / b				
		3.1	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		3.2	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / b				
		4.8	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / c				
			MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / e				
			MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
			MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / a				
			MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 3 / *				
			MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / a				
			MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / b				
			MA / IV.. / 9-12 / 2 / b	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / c	CA / II.. / 9-12 / 4 / g				
			MA / IV.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 3 / a	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 3 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 3 / c	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 3 / d	CA / III.. / 9-12 / 1 / i				
			MA / V.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / j				
			MA / V.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / V.. / 9-12 / 2 / a	CA / IV.. / 9-12 / 3 / a				
			MA / V.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 3 / b				
			MA / V.. / 9-12 / 3 / a	CA / IV.. / 9-12 / 3 / c				
			MA / V.. / 9-12 / 3 / c	CA / IV.. / 9-12 / 3 / f				
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
G 9	CA 1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA 3	1.8						
	CA 4	1.10						

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Competency Profile Date: 1991

Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA 1	2.1						
	MA 3	2.5						
		3.1						
		3.2						
		4.8						
G.10	CA 1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA 3	1.8						
	CA 4	1.10						
	MA 1	2.1						
	MA 3	2.5						
		3.1						
		3.2						
		4.8						
G.11	CA 1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA 3	1.8						
	CA 4	1.10						
	MA 1	2.1						
	MA 3	2.5						
		3.1						
		3.2						
		4.8						
H.1	CA 1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.4	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / c				
	CA 4	1.5	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 1 / d				
	MA 1	1.6	MA / II.. / 9-12 / 4 / d	CA / I.. / 9-12 / 2 / a				
	MA 3	1.8	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 2 / b				
		1.10	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / c				
		2.1	MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / *				
		2.2	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		2.5	MA / IV.. / 9-12 / 1 / b	CA / II.. / 9-12 / 3 / *				
		2.7	MA / IV.. / 9-12 / 1 / c	CA / II.. / 9-12 / 4 / a				
		3.1	MA / IV.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / b				
		4.8	MA / IV.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / d				
			MA / IV.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / a				
			MA / IV.. / 9-12 / 2 / c	CA / III.. / 9-12 / 1 / c				

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 2 / d MA / IV.. / 9-12 / 3 / a MA / IV.. / 9-12 / 3 / b MA / IV.. / 9-12 / 3 / c MA / IV.. / 9-12 / 3 / d MA / V.. / 9-12 / 1 / a MA / V.. / 9-12 / 1 / c MA / V.. / 9-12 / 2 / a MA / V.. / 9-12 / 2 / c MA / V.. / 9-12 / 3 / a MA / V.. / 9-12 / 3 / c MA / V.. / 9-12 / 3 / c MA / V.. / 9-12 / 4 / a MA / V.. / 9-12 / 4 / c MA / VII.. / 9-12 / 4 / a MA / VII.. / 9-12 / 4 / c MA / VII.. / 9-12 / 5 / a MA / VII.. / 9-12 / 5 / c	CA / III.. / 9-12 / 1 / d CA / III.. / 9-12 / 1 / e CA / III.. / 9-12 / 1 / h CA / III.. / 9-12 / 1 / i CA / III.. / 9-12 / 1 / j CA / IV.. / 9-12 / 1 / e CA / IV.. / 9-12 / 3 / a CA / IV.. / 9-12 / 3 / b CA / IV.. / 9-12 / 3 / c CA / IV.. / 9-12 / 3 / I				
H.2	CA.1 CA.3 CA.4 MA.1 MA.3	1.1 1.4 1.5 1.6 1.8 1.10 2.1 2.2 2.5 2.7 3.1 4.8	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
I.1	CA.1 CA.4	1.1 1.5		CA / I.. / 9-12 / 2 / b CA / II.. / 9-12 / 3 / a CA / II.. / 9-12 / 3 / c				
I.2	CA.1 CA.3	1.1 1.4		CA / I.. / 9-12 / 1 / b CA / I.. / 9-12 / 1 / d				

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA 4	1.5		CA / I.. / 9-12 / 2 / a				
		1.6		CA / I.. / 9-12 / 3 / a				
		1.8		CA / I.. / 9-12 / 3 / c				
		2.1		CA / I.. / 9-12 / 3 / e				
		2.5		CA / I.. / 9-12 / 6 / a				
		2.7		CA / II.. / 9-12 / 3 / a				
		3.1		CA / II.. / 9-12 / 3 / c				
				CA / III.. / 9-12 / 1 / a				
				CA / III.. / 9-12 / 1 / d				
				CA / III.. / 9-12 / 1 / j				
1.3	CA 1	1.1		CA / I.. / 9-12 / 1 / d				
	CA 3	1.5		CA / I.. / 9-12 / 3 / a				
		1.6		CA / I.. / 9-12 / 3 / e				
				CA / I.. / 9-12 / 3 / f				
				CA / I.. / 9-12 / 6 / a				
				CA / III.. / 9-12 / 1 / a				
1.4	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I..-/ 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
I.5	CA.3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
I.6	CA.3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
J.1	CA.1	1.1		CA / I.. / 9-12 / 2 / b				
	CA.4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
J.2	CA.3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
J.3	CA.3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
J.4	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				

KEY: * = may use all "to do" statements
# = same Frameworks as previous competency
98 = same Frameworks as previous competency
99 = "to know" statements may not be applicable

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.5	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					

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99 = "to know" statements may not be applicable

Accounting II

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
J.7	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.8	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.9	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						

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98 = same Frameworks as previous competency 99 = "to know" statements may not be applicable

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
I.5	CA 3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
I.6	CA 3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
J.1	CA 1	1.1		CA / I.. / 9-12 / 2 / b				
	CA 4	1.5		CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / c				
J.2	CA 3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
J.3	CA 3	1.4		CA / I.. / 9-12 / 1 / b				
		1.8		CA / I.. / 9-12 / 1 / d				
		1.10		CA / I.. / 9-12 / 3 / b				
		2.7		CA / I.. / 9-12 / 6 / a				
		4.8		CA / III.. / 9-12 / 1 / d				
J.4	CA 1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA 3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA 4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA 1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA 3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.5	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						
J.7	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.8	CA.1	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b				
	CA.3	1.6	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 1 / d				
	CA.4	1.8	MA / I.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.1	1.10	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / *				
	MA.3	2.5	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a				
		3.1	MA / III.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / a				
		4.8	MA / III.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / e				
			MA / III.. / 9-12 / 2 / b	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 1 / c	CA / IV.. / 9-12 / 1 / o				
			MA / IV.. / 9-12 / 1 / d					
			MA / IV.. / 9-12 / 2 / a					
			MA / IV.. / 9-12 / 2 / b					
			MA / IV.. / 9-12 / 2 / c					
			MA / IV.. / 9-12 / 2 / d					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 4 / a					
J.9	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.3	1.6						
	CA.4	1.8						
	MA.1	1.10						
	MA.3	2.5						
		3.1						
		4.8						

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NOTES: The code in brackets is the competency identification number used in computerized management systems. This competency profile is designed for a year long course. Selections would need to be made for a semester course. These competencies may be incorporated in other courses as appropriate.

Business and Personal Law

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	SS.1 SS.2 SS.3	1.2 1.6 1.7 3.3 4.1 4.2				SS / I.A / 9-12 / 6 / k		
A.2	SS.2 SS.3	1.9				SS / I.C / 9-12 / 1 / g		
A.3	CA.6 SS.3	1.6 1.8 3.4				SS / III.C / 9-12 / 99 / e		
A.4	CA.3 SS.3	1.2 1.6 2.1 3.4				SS / III.A / 9-12 / 3 / e		
A.5	CA.3 CA.4 SS.2 SS.3	1.6 1.8 1.9 2.1 4.2		CA / I.. / 9-12 / 1 / d		SS / I.A / 9-12 / 4 / * SS / III.B / 9-12 / 3 / f		
A.6	SS.1 SS.2 SS.3	1.2 1.6 2.1 3.4 3.7 4.2 4.3				SS / I.B / 9-12 / 3 / e		
A.7	CA.3 CA.4 SS.4	1.1 1.4 2.1 2.6 4.8		CA / I.. / 9-12 / 2 / c		SS / II.D / 9-12 / 4 / n		

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Competency Profile Date: 1993

Business and Personal Law

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.8	SC.8	1.1			SC / II.A / 9-12 / 1 / a	SS / I.B / 9-12 / 5 / i		
	SS.2	1.2						
		3.1						
		4.4						
B.1	SS.1	1.1				SS / II.A / 9-12 / 4 / n		
	SS.2	4.2				SS / II.A / 9-12 / 4 / o		
	SS.3	4.3				SS / II.A / 9-12 / 4 / p		
B.2	CA.6	3.4	MA / X.. / 9-12 / 4 / c	CA / IV.. / 9-12 / 1 / g				
	MA.6	3.5						
		4.7						
B.3	CA.6	1.6				SS / I.A / 9-12 / 8 / k		
	SS.6	1.9				SS / II.B / 9-12 / 4 / k		
		3.6						
		4.3						
		4.4						
B.4	SS.1	1.6				SS / IV.A / 9-12 / 2 / n		
	SS.3	2.1				SS / IV.A / 9-12 / 3 / o		
	SS.6	4.2						
		4.3						
B.5	SS.1	1.6				SS / I.C / 9-12 / 5 / m		
	SS.3	2.1				SS / IV.B / 9-12 / 5 / n		
	SS.6	4.2				SS / IV.B / 9-12 / 5 / o		
		4.3						
B.6	SS.4	1.6				SS / IV.D / 9-12 / 3 / i		
	SS.6	2.1						
		4.3						
B.7	HP.6	1.2				SS / IV.D / 9-12 / 3 / d	HP / II.B / 9-12 / 4 / a	
	SS.3	1.4				SS / IV.D / 9-12 / 3 / e		
	SS.4	1.5				SS / IV.D / 9-12 / 3 / f		
	SS.6	1.7				SS / IV.D / 9-12 / 3 / i		
	SS.7	3.2						
		4.3						
B.8	SS.3	1.2				SS / I.D / 9-12 / 5 / d		

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.6	3.1				SS / I.D / 9-12 / 5 / k		
	SS.7							
B.9	SS.2	3.4				SS / III.D / 9-12 / 2 / j		
	SS.3	3.8						
	SS.4							
B.10	HP.6	1.6				SS / IV.D / 9-12 / 1 / h		
	SS.4	1.8				SS / IV.D / 9-12 / 1 / k		
	SS.5	1.10						
		3.2						
		3.3						
		3.6						
		3.7						
		3.8						
		4.1						
B.11	SS.4	1.10				SS / II.D / 9-12 / 1 / l		
	SS.6	4.3				SS / II.D / 9-12 / 1 / k		
		4.4				SS / II.D / 9-12 / 1 / m		
		4.5				SS / II.D / 9-12 / 1 / n		
		4.6						
		4.8						
B.12	SS.4	1.10				SS / I.D / 9-12 / 4 / l		
	SS.6	4.3				SS / I.D / 9-12 / 4 / m		
		4.4				SS / II.D / 9-12 / 4 / k		
		4.5				SS / II.D / 9-12 / 4 / m		
		4.6						
		4.7						
B.13	SS.6	1.6				SS / II.B / 9-12 / 1 / b		
		3.7				SS / II.B / 9-12 / 1 / d		
		3.8				SS / II.B / 9-12 / 1 / d		
		4.3				SS / II.B / 9-12 / 1 / j		
						SS / II.B / 9-12 / 1 / o		
						SS / II.B / 9-12 / 4 / j		
						SS / II.B / 9-12 / 4 / l		
C.1	SS.1	1.6				SS / I.A / 9-12 / 6 / e		

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Business and Personal Law

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.3	1.9						
		4.3						
C.2	SS.1	1.6				SS / I.A / 9-12 / 6 / b		
	SS.3	4.2				SS / I.A / 9-12 / 6 / c		
	SS.6	4.3				SS / II.B / 9-12 / 2 / I		
C.3	SS.1	1.6				SS / I.A / 9-12 / 6 / b		
	SS.3	4.2				SS / I.A / 9-12 / 6 / c		
	SS.6	4.3				SS / II.B / 9-12 / 2 / I		
C.4	SS.1	1.6				SS / I.A / 9-12 / 6 / b		
	SS.3	4.2				SS / I.A / 9-12 / 6 / c		
	SS.6	4.3				SS / II.B / 9-12 / 2 / I		
C.5	SS.1	1.6				SS / I.A / 9-12 / 6 / b		
	SS.3	4.2				SS / I.A / 9-12 / 6 / c		
	SS.6	4.3				SS / II.B / 9-12 / 2 / I		
C.6	SS.1	1.6				SS / I.A / 9-12 / 6 / b		
	SS.3	4.2				SS / I.A / 9-12 / 6 / c		
	SS.6	4.3				SS / II.B / 9-12 / 2 / I		
C.7	SS.1	1.6				SS / I.A / 9-12 / 6 / b		
	SS.3	4.2				SS / I.A / 9-12 / 6 / c		
	SS.6	4.3				SS / II.B / 9-12 / 2 / I		
D.1	SS.1	1.6				SS / I.A / 9-12 / 6 / c		
	SS.3	1.9						
	SS.6							
D.2	SS.1	1.6				SS / I.A / 9-12 / 6 / c		
	SS.3	1.9						
	SS.6							
D.3	SS.3	1.6				SS / I.A / 9-12 / 6 / a		
	SS.6	4.3						
D.4	SS.3	1.6				SS / I.A / 9-12 / 6 / *		
	SS.6	1.9						
		4.3						
D.5	SS.3	4.1				SS / II.B / 9-12 / 4 / d		
	SS.6	4.3						

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Business and Personal Law

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.4						
D.6	SS.1	1.5				SS / I.B / 9-12 / 3 / d		
	SS.3	1.6				SS / I.B / 9-12 / 3 / e		
E.1	SS.3	4.2				SS / II.B / 9-12 / 4 / i		
	SS.6	4.3				SS / II.B / 9-12 / 4 / l		
E.2	SS.3	4.2				SS / II.B / 9-12 / 4 / i		
	SS.6	4.3				SS / II.B / 9-12 / 4 / l		
E.3	SS.3	4.2				SS / II.B / 9-12 / 4 / b		
	SS.6	4.3						
E.4	SS.3	4.2				SS / II.B / 9-12 / 4 / b		
	SS.6	4.3						
E.5	SS.2	3.1				SS / II.C / 9-12 / 6 / l		
	SS.6	3.4						
		3.6						
		3.7						
E.6	CA.6	2.3		CA / III.. / 9-12 / 1 / a		SS / I.A / 9-12 / 8 / i		
	SS.1	3.1		CA / III.. / 9-12 / 1 / b				
	SS.3	3.2		CA / III.. / 9-12 / 1 / e				
		3.3		CA / III.. / 9-12 / 1 / g				
		3.4						
		3.6						
		3.7						
		3.8						
F.1	SS.6	3.1				SS / II.B / 9-12 / 4 / j		
		3.2				SS / II.B / 9-12 / 4 / l		
		3.4						
		4.3						
F.2	SS.6	3.1				SS / II.B / 9-12 / 4 / d		
		3.3						
		3.4						
		4.3						
F.3	SS.6	3.1				SS / II.B / 9-12 / 4 / d		
		3.3						

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.4						
		4.3						
F.4	SS.6	3.1				SS / II.B / 9-12 / 4 / d		
		3.3						
		3.4						
		4.3						
F.5	SS.6	3.1				SS / II.B / 9-12 / 4 / d		
		3.3						
		3.4						
		4.3						
F.6	SS.6	3.6				SS / IV.A / 9-12 / 2 / o		
		3.7						
		4.3						
F.7	SS.4	1.6				SS / IV.D / 9-12 / 2 / k		
	SS.6	4.1						
F.8	SS.4	1.6				SS / IV.D / 9-12 / 2 / k		
	SS.6	4.1						
F.9	SS.4	1.6				SS / II.D / 9-12 / 6 / k		
	SS.6							
F.10	SS.6	1.2				SS / II.E / 9-12 / 4 / b		
		1.6						
F.11	SS.6	1.1				SS / II.A / 9-12 / 4 / d		
		1.5				SS / II.A / 9-12 / 4 / e		
		1.6				SS / II.A / 9-12 / 4 / f		
		1.7						
F.12	SS.6	1.6				SS / II.B / 9-12 / 4 / l		
		4.3						
F.13	SS.6	1.6				SS / II.B / 9-12 / 4 / l		
		1.9						
F.14	SS.6	4.1				SS / II.A / 9-12 / 4 / p		
		4.3						
G.1	SS.1	1.6				SS / I.A / 9-12 / 6 / k		

Business and Personal Law

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS 3	1.7						
		3.1						
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
		4.1						
		4.2						
G 2	CA 3	1.1		CA / I. / 9-12 / 2 / c				
	CA 6	1.2		CA / I. / 9-12 / 2 / e				
		1.4						
		1.6						
		1.7						
G 3	CA 3	1.1		CA / I. / 9-12 / 3 / a		SS / I.A / 9-12 / 6 / k		
	CA 5	1.2		CA / I. / 9-12 / 3 / f		SS / I.A / 9-12 / 6 / l		
	CA 6	1.3						
	SS 3	1.6						
		1.7						
		1.8						
		2.3						
		3.4						
		3.6						
		4.3						
G 4	SS 3	1.1				SS / I.A / 9-12 / 98 / #		
		1.7						
		2.3						
		3.1						
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.7						
		3.8						
		4.3						
		4.5						
		4.6						
H.1	SS.1	1.2				SS / I.A / 9-12 / 2 / e		
	SS.3	1.6				SS / I.B / 9-12 / 1 / b		
	SS.6	1.9				SS / I.B / 9-12 / 1 / e		
H.2	SS.2	1.3				SS / II.D / 9-12 / 9 / f		
	SS.3	1.5				SS / III.A / 9-12 / 6 / b		
	SS.4	1.6				SS / III.A / 9-12 / 6 / i		
	SS.6	3.1						
H.3	SS.1	1.1				SS / I.A / 9-12 / 2 / c		
	SS.3	1.6				SS / I.A / 9-12 / 2 / e		
		1.9						
		4.3						

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Competency Profile Date: 1993

NOTES: This competency profile is designe... a semester course. These competencies may be incorporated in other courses as appropriate. Th... ...e in brackets is the competency identification number used in computerized management systems. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Business Communications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	CA.1 CA.4	1.5 2.1 2.2		CA / II.. / 9-12 / 4 / a CA / II.. / 9-12 / 4 / b CA / II.. / 9-12 / 4 / c CA / II.. / 9-12 / 4 / d CA / II.. / 9-12 / 4 / e CA / II.. / 9-12 / 6 / a CA / II.. / 9-12 / 6 / b				
A.2	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				
A.3	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				
B.1	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				
B.2	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				
B.3	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				
C.1	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				
C.2	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				
C.3	CA.1 CA.4	1.5 2.1 2.2		CA / I.. / 9-12 / 98 / #				

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Competency Profile Date: 1993

Business Communications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
C.4	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.4	2.1						
		2.2						
D.1	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.4	2.1						
		2.2						
D.2	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.4	2.1						
		2.2						
E.1	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.4	2.1						
		2.2						
E.2	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.4	2.1						
		2.2						
F.1	CA.3	1.4	MA / II.. / 9-12 / 1 / h	CA / I.. / 9-12 / 1 / a		SS / I.C / 9-12 / 99 / d		
		1.5		CA / I.. / 9-12 / 2 / c		SS / I.C / 5-8 / 99 / d		
		1.7		CA / I.. / 9-12 / 2 / d				
		1.10						
		2.6						
F.2	CA.3	1.4	MA / II.. / 9-12 / 1 / h	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
		1.5						
		1.7						
		1.10						
		2.6						
F.3	CA.3	1.4	MA / II.. / 9-12 / 1 / h	CA / I.. / 9-12 / 98 / #		SS / I.C / 9-12 / 98 / #		
		1.5						
		1.7						
		1.10						
		2.6						
G.1	CA.1	1.6		CA / II.. / 9-12 / 4 / a				
				CA / II.. / 9-12 / 4 / b				
				CA / II.. / 9-12 / 4 / d				

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Competency Profile Date 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
				CA / II.. / 9-12 / 4 / e CA / II.. / 9-12 / 4 / h CA / II.. / 9-12 / 6 / a CA / II.. / 9-12 / 6 / b				
G.2	CA.1	1.6		CA / I.. / 9-12 / 98 / #				
G.3	CA.1	1.6		CA / I.. / 9-12 / 98 / #				
G.4	CA.1 CA.4	2.2	MA / II.. / 9-12 / 1 / *	CA / I.. / 9-12 / 98 / #				
G.5	CA.1	1.4 2.7 3.8		CA / II.. / 9-12 / 4 / b CA / II.. / 9-12 / 6 / a				
G.6	CA.1 CA.4	1.5 1.7 1.10		CA / I.. / 9-12 / 1 / b CA / III.. / 9-12 / 1 / c				
G.7	CA.1 CA.4	1.4 1.5 1.8		CA / I.. / 9-12 / 1 / b CA / II.. / 9-12 / 6 / a CA / II.. / 9-12 / 6 / b				
G.8	CA.5	1.4 1.8	MA / I.. / 9-12 / 3 / * MA / II.. / 9-12 / 1 / * MA / V.. / 9-12 / 3 / *	CA / II.. / 9-12 / 4 / a CA / II.. / 9-12 / 4 / b CA / II.. / 9-12 / 4 / e	SC / IV.A / 9-12 / 1 / a	SS / I.B / 9-12 / 5 / k		
G.9	CA.1 CA.5	1.4 1.8		CA / II.. / 9-12 / 4 / a CA / II.. / 9-12 / 4 / b CA / II.. / 9-12 / 4 / d CA / II.. / 9-12 / 6 / a CA / II.. / 9-12 / 6 / b				
H.1	CA.1	1.4 1.5 1.7 2.2 2.7		CA / II.. / 9-12 / 6 / b				
H.2	CA.1 CA.3	2.2 2.5		CA / II.. / 9-12 / 4 / d CA / II.. / 9-12 / 4 / e CA / II.. / 9-12 / 6 / a				

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Business Communications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
				CA / II.. / 9-12 / 6 / b				
H.3	CA.2	1.5		CA / I.. / 9-12 / 1 / *				
	CA.3	1.6		CA / I.. / 9-12 / 5 / *				
	CA.5	2.2						
		3.5						
H.4	CA.1	1.5		CA / II.. / 9-12 / 4 / c				
	CA.2	1.7		CA / II.. / 9-12 / 4 / d				
	CA.4	2.2		CA / II.. / 9-12 / 4 / e				
		3.1		CA / II.. / 9-12 / 6 / a				
				CA / II.. / 9-12 / 6 / b				
				CA / III.. / 9-12 / 1 / f				
				CA / III.. / 9-12 / 4 / c				
H.5	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.2	1.7						
	CA.4	2.2						
		3.1						
H.6	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.2	1.7						
	CA.4	2.2						
		3.1						
H.7	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.2	1.7						
	CA.4	2.2						
		3.1						
H.8	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.2	1.7						
	CA.4	2.2						
		3.1						
H.9	CA.1	1.5		CA / I.. / 9-12 / 98 / #				
	CA.2	1.7						
	CA.4	2.2						
		3.1						
H.10	CA.1	1.5		CA / I.. / 9-12 / 98 / #				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.2 CA.4	1.7 2.2 3.1						
H.11	CA.1 CA.4	1.4 1.5 1.8 2.1 2.2 2.5 2.7 3.1		CA / II.. / 9-12 / 3 / a CA / II.. / 9-12 / 6 / *				
I.1	CA.5	1.5 1.8 2.2 2.7 3.1 4.1	MA / I.. / 9-12 / 3 / * MA / II.. / 9-12 / 2 / * MA / II.. / 9-12 / 4 / * MA / V.. / 9-12 / 3 / *	CA / I.. / 9-12 / 6 / a CA / II.. / 9-12 / 4 / a CA / II.. / 9-12 / 4 / b CA / II.. / 9-12 / 4 / c CA / II.. / 9-12 / 4 / d CA / II.. / 9-12 / 4 / g CA / II.. / 9-12 / 4 / h CA / II.. / 9-12 / 5 / e		SS / I.C / 9-12 / 99 / I SS / I.C / 5-8 / 99 / I		
I.2	CA.5	1.5 1.8 2.2 2.7 3.1 4.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.C / 9-12 / 98 / #		
J.1	CA.5 CA.6	1.5 1.7 1.10 2.6	MA / II.. / 9-12 / 1 / c	CA / II.. / 9-12 / 5 / b CA / III.. / 9-12 / 1 / c				
J.2	CA.5 CA.6	1.10 2.6		CA / II.. / 9-12 / 6 / b CA / IV.. / 9-12 / 1 / d				
K.1	CA.1	2.1	MA / II.. / 9-12 / 1 / d MA / II.. / 9-12 / 1 / h	CA / II.. / 9-12 / 6 / a				
K.2	CA.1	2.1		CA / II.. / 9-12 / 5 / a				

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Business Communications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
K.3	CA.1	2.1		CA / II.. / 9-12 / 5 / a				
		2.3						
K.4	CA.1	1.1		CA / I.. / 9-12 / 6 / a				
	CA.6	2.1		CA / II.. / 9-12 / 5 / a				
		2.3		CA / II.. / 9-12 / 5 / b				
		3.3		CA / II.. / 9-12 / 6 / a				
		3.4		CA / III.. / 9-12 / 1 / b				
		4.1		CA / III.. / 9-12 / 1 / g				
		4.6		CA / IV.. / 9-12 / 1 / c				
				CA / IV.. / 9-12 / 1 / d				
K.5	CA.1	1.4		CA / I.. / 9-12 / 6 / a				
		1.5		CA / II.. / 9-12 / 3 / c				
		2.1		CA / II.. / 9-12 / 4 / a				
		2.7		CA / II.. / 9-12 / 4 / b				
				CA / II.. / 9-12 / 5 / a				
K.6	CA.1	1.4		CA / I.. / 9-12 / 6 / a				
		2.1		CA / II.. / 9-12 / 3 / c				
		2.7		CA / II.. / 9-12 / 4 / a				
				CA / II.. / 9-12 / 4 / b				
				CA / II.. / 9-12 / 5 / a				
				CA / II.. / 9-12 / 6 / a				
L.1	CA.1	2.3		CA / II.. / 9-12 / 3 / c				
	CA.6	2.4		CA / II.. / 9-12 / 5 / b				
		3.3		CA / II.. / 9-12 / 5 / c				
		3.4		CA / III.. / 9-12 / 1 / c				
		4.1		CA / IV.. / 9-12 / 1 / *				
		4.6						
L.2	CA.1	2.3		CA / III.. / 9-12 / 1 / a		SS / I.B / 9-12 / 99 / I		
	CA.6	3.2		CA / III.. / 9-12 / 1 / c		SS / I.B / 5-8 / 99 / I		
		3.3		CA / III.. / 9-12 / 1 / d				
		3.4		CA / III.. / 9-12 / 1 / g				
		3.6		CA / IV.. / 9-12 / 1 / b				
		4.4		CA / IV.. / 9-12 / 1 / c				
		4.5		CA / IV.. / 9-12 / 1 / d				

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Competency Profile Date: 1993

Business Communications

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.6		CA / IV.. / 9-12 / 1 / e				
				CA / IV.. / 9-12 / 1 / f				
				CA / IV.. / 9-12 / 1 / g				
				CA / IV.. / 9-12 / 1 / h				
				CA / IV.. / 9-12 / 1 / i				
				CA / IV.. / 9-12 / 3 / d				
L.3	CA.6	1.9		CA / III.. / 9-12 / 4 / e				
	CA.7	2.3						
	SS.6	4.3						
L.4	CA.7	1.3		CA / IV.. / 9-12 / 3 / e		SS / I.B / 9-12 / 99 / m		
	SS.6	2.3		CA / IV.. / 9-12 / 3 / f				
		4.3						
		4.4						
M.1	CA.5	1.4		CA / II.. / 9-12 / 4 / b		SS / I.C / 9-12 / 99 / c		FA / IV.B / 9-12 / 3 / a
		1.8		CA / III.. / 9-12 / 1 / j		SS / I.C / 9-12 / 99 / e		
		2.1						
		2.6						
		2.7						
		3.8						
M.2	CA.1	1.1		CA / I.. / 9-12 / 2 / *		SS / IV.B / 9-12 / 5 / *		
	CA.3	1.2		CA / I.. / 9-12 / 3 / a				
		1.4		CA / I.. / 9-12 / 3 / b				
		1.7		CA / II.. / 9-12 / 6 / b				
		2.6						
		2.7						
M.3	CA.1	1.1		CA / I.. / 9-12 / 2 / *		SS / II.E / 9-12 / 99 / e		
	CA.3	1.2		CA / I.. / 9-12 / 3 / a				
		1.4		CA / I.. / 9-12 / 3 / b				
		1.7		CA / II.. / 9-12 / 6 / b				
		2.6		CA / III.. / 9-12 / 1 / d				
		2.7		CA / III.. / 9-12 / 1 / f				
				CA / III.. / 9-12 / 1 / j				
N.1		1.10		CA / I.. / 9-12 / 6 / a				
		2.1		CA / IV.. / 9-12 / 1 / e				

KEY:
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.6		CA / IV.. / 9-12 / 2 / c				
		4.4						
		4.8						
N.2	CA.1	1.8		CA / II.. / 9-12 / 3 / *				
	CA.4	1.10		CA / II.. / 9-12 / 4 / a				
		2.1		CA / II.. / 9-12 / 4 / b				
		2.2		CA / II.. / 9-12 / 4 / e				
		2.5		CA / II.. / 9-12 / 6 / a				
		2.6		CA / II.. / 9-12 / 6 / b				
		2.7						
		4.4						
		4.8						
N.3	CA.1	1.5		CA / II.. / 9-12 / 3 / a				
	CA.4	2.6		CA / II.. / 9-12 / 3 / c				
		4.4		CA / II.. / 9-12 / 4 / c				
		4.6		CA / II.. / 9-12 / 4 / e				
		4.8		CA / II.. / 9-12 / 6 / a				
				CA / II.. / 9-12 / 6 / b				
				CA / III.. / 9-12 / 1 / f				
				CA / IV.. / 9-12 / 1 / e				
N.4	CA.1	1.1		CA / I.. / 9-12 / 6 / a				
	CA.6	1.2		CA / II.. / 9-12 / 5 / a				
		2.1		CA / II.. / 9-12 / 5 / b				
		2.3		CA / II.. / 9-12 / 5 / c				
		2.6		CA / II.. / 9-12 / 6 / a				
		4.4		CA / IV.. / 9-12 / 1 / c				
		4.8		CA / IV.. / 9-12 / 1 / d				
				CA / IV.. / 9-12 / 1 / f				
N.5	CA.1	1.8		CA / II.. / 9-12 / 3 / a				
	CA.4	1.10		CA / II.. / 9-12 / 3 / b				
		2.1		CA / II.. / 9-12 / 3 / c				
		2.5		CA / II.. / 9-12 / 4 / a				
		2.6		CA / II.. / 9-12 / 4 / b				
		2.7		CA / II.. / 9-12 / 4 / d				

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Business Communications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8		CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 6 / a				
				CA / II.. / 9-12 / 6 / b				
N 6	CA.1	1.8		CA / II.. / 9-12 / 3 / a				
	CA.4	1.10		CA / II.. / 9-12 / 3 / b				
		2.1		CA / II.. / 9-12 / 3 / c				
		2.5		CA / II.. / 9-12 / 4 / a				
		2.6		CA / II.. / 9-12 / 4 / b				
		2.7		CA / II.. / 9-12 / 4 / d				
		4.8		CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 6 / a				
				CA / II.. / 9-12 / 6 / b				

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Competency Profile Date: 1993

NOTE: Duty bands and competencies do no. . .d to be taught in any particular order. Some duty bands and competencies can be integrated and ta.. .ogether. Team teaching is encouraged. Competencies completed will depend on the length of the course. The code in parentheses is the competency identification number used in computerized management systems.

Students need to understand that the accelerated pace of change, globalization, and shifting technologies are fixtures, not options, in most industries. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	CA.3	1.3		CA / I.. / 9-12 / 2 / a	SC / II.A / 9-12 / 1 / a	SS / III.D / 9-12 / 1 / *		
	CA.5	1.4		CA / I.. / 9-12 / 2 / c	SC / II.A / 9-12 / 2 / a			
	CA.6	1.5		CA / I.. / 9-12 / 2 / e	SC / II.B / 9-12 / 2 / a			
	SC.8	1.6						
	SS.4	1.7						
		1.8						
		2.4						
A.2	CA.3	1.3	MA / VII.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / a	SC / II.A / 9-12 / 1 / a	SS / III.D / 9-12 / 1 / *		
	CA.5	1.4	MA / VII.. / 9-12 / 1 / b	CA / I.. / 9-12 / 2 / c	SC / II.A / 9-12 / 2 / a			
	CA.6	1.5	MA / VII.. / 9-12 / 1 / c	CA / I.. / 9-12 / 2 / e	SC / II.B / 9-12 / 2 / a			
	MA.3	1.6	MA / VII.. / 9-12 / 1 / d	CA / I.. / 9-12 / 98 / #				
	SC.8	1.7	MA / VII.. / 9-12 / 2 / a					
	SS.4	1.8	MA / VII.. / 9-12 / 2 / b					
		1.10	MA / VII.. / 9-12 / 2 / c					
		2.4	MA / VII.. / 9-12 / 2 / d					
			MA / VII.. / 9-12 / 3 / a					
			MA / VII.. / 9-12 / 3 / b					
			MA / VII.. / 9-12 / 3 / c					
			MA / VII.. / 9-12 / 3 / d					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / b					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / d					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / b					
			MA / VII.. / 9-12 / 5 / c					
			MA / VII.. / 9-12 / 5 / d					
A.3	CA.4	1.1	MA / II.. / 9-12 / 4 / f	CA / III.. / 9-12 / 1 / *		SS / II.D / 9-12 / 5 / *		
	CA.5	1.2				SS / III.D / 9-12 / 3 / b		
	CA.6	1.3				SS / III.D / 9-12 / 3 / c		
	CA.7	1.4				SS / III.D / 9-12 / 3 / d		

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA.3	1.5						
	SS.4	1.6						
	SS.5	1.7						
	SS.6	1.8						
	SS.7	1.9						
		1.10						
		2.1						
		2.3						
		2.7						
		4.1						
A.4	CA.3	1.1		CA / I.. / 9-12 / 6 / a		SS / II.D / 9-12 / 5 / *		
	CA.6	1.2		CA / I.. / 9-12 / 6 / c		SS / III.D / 9-12 / 3 / b		
	SS.4	1.3		CA / I.. / 9-12 / 6 / d		SS / III.D / 9-12 / 3 / c		
	SS.5	1.4				SS / III.D / 9-12 / 3 / d		
	SS.6	1.5						
	SS.7	1.6						
		1.7						
		1.8						
		1.9						
		1.10						
		4.1						
A.5	CA.1	1.4		CA / II.. / 9-12 / 3 / *		SS / III.D / 9-12 / 1 / *		
	CA.4	1.5		CA / II.. / 9-12 / 6 / a				
	CA.6	1.6		CA / II.. / 9-12 / 6 / b				
	CA.7	1.7						
	SS.4	1.8						
		2.3						
		2.4						
A.6	CA.3	1.4	MA / IV.. / 9-12 / 3 / d	CA / I.. / 9-12 / 3 / a	SC / VIII.A / 9-12 / 3 / a	SS / III.D / 9-12 / 1 / *		
	CA.6	1.5		CA / I.. / 9-12 / 3 / e	SC / VIII.A / 9-12 / 3 / b			
	MA.1	1.6		CA / I.. / 9-12 / 3 / f				
	MA.3	1.7		CA / I.. / 9-12 / 5 / d				
	SC.8	1.8		CA / IV.. / 9-12 / 1 / e				
	SS.4	2.1		CA / IV.. / 9-12 / 1 / f				
		2.2		CA / IV.. / 9-12 / 1 / g				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.4		CA / IV.. / 9-12 / 1 / h				
		3.1		CA / IV.. / 9-12 / 1 / i				
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
A.7	CA.1	2.3		CA / II.. / 9-12 / 3 / *		SS / II.D / 9-12 / 4 / *		
	CA.4	2.4		CA / II.. / 9-12 / 6 / a		SS / II.D / 9-12 / 8 / *		
	CA.6	4.1		CA / II.. / 9-12 / 6 / b				
	CA.7							
	SS.4							
A.8	CA.1	1.1	MA / III.. / 9-12 / 1 / *	CA / III.. / 9-12 / 1 / a	SC / VIII.A / 9-12 / 3 / a	SS / II.D / 9-12 / 4 / *		
	CA.3	1.2	MA / III.. / 9-12 / 2 / *	CA / III.. / 9-12 / 1 / d	SC / VIII.A / 9-12 / 3 / b	SS / II.D / 9-12 / 8 / *		
	CA.4	1.4	MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / d				
	CA.6	1.5	MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / e				
	MA.3	1.6	MA / IV.. / 9-12 / 1 / c	CA / III.. / 9-12 / 1 / f				
	SC.8	1.7	MA / IV.. / 9-12 / 1 / d	CA / III.. / 9-12 / 1 / g				
	SS.4	1.8	MA / IV.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / i				
		1.10	MA / IV.. / 9-12 / 2 / b	CA / IV.. / 9-12 / 1 / e				
		2.1	MA / IV.. / 9-12 / 2 / c	CA / IV.. / 9-12 / 1 / f				
		2.2	MA / IV.. / 9-12 / 2 / d	CA / IV.. / 9-12 / 1 / g				
		3.1		CA / IV.. / 9-12 / 1 / h				
		3.2		CA / IV.. / 9-12 / 1 / i				
		3.5						
		3.6						
		3.7						
		3.8						
		4.1						
A.9	CA.3	1.1		CA / I.. / 9-12 / 3 / a	SC / VIII.A / 9-12 / 3 / a	SS / II.D / 9-12 / 5 / *		
	CA.6	1.2		CA / I.. / 9-12 / 3 / e		SS / III.D / 9-12 / 3 / b		
	SC.8	1.3		CA / I.. / 9-12 / 3 / f		SS / III.D / 9-12 / 3 / c		
	SS.4	1.4		CA / I.. / 9-12 / 5 / d		SS / III.D / 9-12 / 3 / d		

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.5	1.5						
	SS.6	1.6						
	SS.7	1.7						
		1.8						
		1.9						
		1.10						
		2.1						
		2.2						
		3.2						
		4.1						
A.10	CA.3	1.5	MA / II.. / 9-12 / 4 / c	CA / I.. / 9-12 / 3 / a		SS / II.D / 9-12 / 4 / *		
	CA.6	2.1	MA / II.. / 9-12 / 4 / f	CA / I.. / 9-12 / 3 / e		SS / III.D / 9-12 / 3 / b		
	MA.1	2.2		CA / I.. / 9-12 / 3 / f		SS / III.D / 9-12 / 3 / c		
	SS.4	3.1		CA / I.. / 9-12 / 5 / d		SS / III.D / 9-12 / 3 / d		
		3.2						
		3.3						
		3.4						
		4.1						
A.11	CA.3	1.5		CA / I.. / 9-12 / 3 / a		SS / II.A / 9-12 / 4 / *		
	CA.4	1.9		CA / I.. / 9-12 / 3 / e		SS / II.D / 9-12 / 6 / h		
	CA.5	2.1		CA / I.. / 9-12 / 3 / f				
	CA.6	2.2		CA / I.. / 9-12 / 5 / d				
	SS.4	3.2		CA / II.. / 9-12 / 3 / *				
	SS.6	4.3		CA / II.. / 9-12 / 6 / a				
				CA / II.. / 9-12 / 6 / b				
A.12	CA.1	1.5		CA / I.. / 9-12 / 3 / a	SC / II.A / 9-12 / 1 / a	SS / II.D / 9-12 / 2 / k		
	CA.3	1.6		CA / I.. / 9-12 / 3 / e	SC / II.A / 9-12 / 2 / a	SS / II.D / 9-12 / 4 / k		
	CA.4	1.7		CA / I.. / 9-12 / 3 / f				
	CA.6	2.1		CA / I.. / 9-12 / 5 / d				
	SC.8	2.2		CA / IV.. / 9-12 / 1 / e				
	SS.6	3.2		CA / IV.. / 9-12 / 1 / i				
		3.5						
		4.1						
		4.2						
		4.3						

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Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.4 4.5 4.6 4.7 4.8						
A.13	CA.1 CA.3 CA.4 CA.6 SC.8 SS.4 SS.7	1.5 1.6 1.7 3.5 4.3		CA / I.. / 9-12 / 6 / a CA / I.. / 9-12 / 6 / c CA / I.. / 9-12 / 6 / d	SC / II.A / 9-12 / 1 / a SC / II.A / 9-12 / 2 / a SC / V.C / 9-12 / 1 / a SC / V.C / 9-12 / 1 / b	SS / II.D / 9-12 / 3 / *		
A.14	CA.1 CA.3 CA.4 CA.6 MA.3 SC.8 SS.4 SS.7	1.5 1.6 1.7 3.5 4.1 4.3	MA / VII.. / 9-12 / 4 / a MA / VII.. / 9-12 / 4 / b MA / VII.. / 9-12 / 4 / c MA / VII.. / 9-12 / 4 / d MA / VII.. / 9-12 / 4 / f MA / VII.. / 9-12 / 4 / g MA / VII.. / 9-12 / 4 / h	CA / I.. / 9-12 / 6 / a CA / I.. / 9-12 / 6 / c CA / I.. / 9-12 / 6 / d	SC / II.A / 9-12 / 1 / a SC / II.A / 9-12 / 2 / a SC / V.C / 9-12 / 1 / a SC / V.C / 9-12 / 1 / b	SS / II.D / 9-12 / 3 / *		
A.15	CA.4 CA.5 CA.6 SC.8 SS.4	1.4 1.5 4.3		CA / II.. / 9-12 / 3 / * CA / II.. / 9-12 / 6 / a CA / II.. / 9-12 / 6 / b	SC / II.A / 9-12 / 1 / a SC / II.A / 9-12 / 2 / a	SS / I.D / 9-12 / 2 / b		
A.16	CA.3 CA.5 MA.6 SC.8 SS.4	1.4 1.5 1.7 2.1	MA / III.. / 9-12 / 1 / c	CA / I.. / 9-12 / 6 / a CA / I.. / 9-12 / 6 / c CA / I.. / 9-12 / 6 / d CA / III.. / 9-12 / 1 / f CA / III.. / 9-12 / 4 / a	SC / II.A / 9-12 / 1 / a SC / II.A / 9-12 / 2 / a	SS / I.D / 9-12 / 2 / b		
A.17	CA.1 CA.3 CA.4 CA.6	1.4 1.5 1.6 1.7	MA / VII.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a CA / I.. / 9-12 / 6 / c CA / I.. / 9-12 / 6 / d	SC / II.A / 9-12 / 1 / a SC / II.A / 9-12 / 2 / a SC / V.C / 9-12 / 1 / a SC / V.C / 9-12 / 1 / b	SS / I.D / 9-12 / 2 / b		

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Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA.3	3.5						
	SC.8	4.1						
	SS.4	4.3						
B.1	CA.3	1.4	MA / IV.. / 9-12 / 3 / d	CA / IV.. / 9-12 / 1 / e	SC / VIII.B / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / *		
	CA.6	1.5		CA / IV.. / 9-12 / 1 / f				
	MA.1	1.6		CA / IV.. / 9-12 / 1 / g				
	MA.3	1.7		CA / IV.. / 9-12 / 1 / h				
	SC.8	1.8		CA / IV.. / 9-12 / 1 / i				
	SS.4	2.1						
		2.2						
		2.4						
		3.1						
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
B.2	CA.3	1.2	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 6 / c	SC / VIII.A / 9-12 / 2 / a	SS / III.D / 9-12 / 2 / g		
	MA.3	1.4	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 6 / d	SC / VIII.A / 9-12 / 3 / a			
	SS.4	1.5	MA / IV.. / 9-12 / 1 / a					
		1.6	MA / IV.. / 9-12 / 1 / b					
		1.7	MA / IV.. / 9-12 / 1 / c					
		1.8	MA / IV.. / 9-12 / 1 / d					
		3.1	MA / IV.. / 9-12 / 2 / a					
		3.2	MA / IV.. / 9-12 / 2 / b					
		3.3	MA / IV.. / 9-12 / 2 / c					
		3.4	MA / IV.. / 9-12 / 2 / d					
		3.5						
		3.6						
		3.7						
		3.8						
		4.1						
B.3	CA.1	1.2	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / b	SC / VIII.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / *		

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.3	1.4	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 3 / *	SC / VIII.A / 9-12 / 3 / a			
	CA.5	1.5	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / c				
	CA.6	1.6	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / d				
	MA.3	1.7	MA / IV.. / 9-12 / 1 / c					
	SC.8	1.8	MA / IV.. / 9-12 / 1 / d					
	SS.4	2.1	MA / IV.. / 9-12 / 2 / a					
		2.2	MA / IV.. / 9-12 / 2 / b					
		2.4	MA / IV.. / 9-12 / 2 / c					
		3.2	MA / IV.. / 9-12 / 2 / d					
		4.1						
B.4	CA.1	1.4	MA / VII.. / 9-12 / 1 / a	CA / I.. / 9-12 / 1 / b	SC / VIII.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / *	HP / II.C / 9-12 / 2 / a	
	CA.3	1.5	MA / VII.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / *	SC / VIII.A / 9-12 / 3 / a		HP / II.C / 9-12 / 3 / a	
	CA.5	1.6	MA / VII.. / 9-12 / 1 / c	CA / I.. / 9-12 / 6 / c				
	CA.6	1.7	MA / VII.. / 9-12 / 1 / d	CA / I.. / 9-12 / 6 / d				
	HP.6	1.8	MA / VII.. / 9-12 / 2 / a					
	MA.3	1.10	MA / VII.. / 9-12 / 2 / b					
	SC.8	2.1	MA / VII.. / 9-12 / 2 / c					
	SS.4	2.2	MA / VII.. / 9-12 / 2 / d					
		2.4	MA / VII.. / 9-12 / 3 / a					
		3.2	MA / VII.. / 9-12 / 3 / b					
			MA / VII.. / 9-12 / 3 / c					
			MA / VII.. / 9-12 / 3 / d					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / b					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / d					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / b					
			MA / VII.. / 9-12 / 5 / c					
			MA / VII.. / 9-12 / 5 / d					
B.5	CA.3	1.6	MA / II.. / 9-12 / 4 / c	CA / I.. / 9-12 / 6 / a	SC / II.A / 9-12 / 1 / a	SS / II.D / 9-12 / 4 / *		
	MA.1	3.1	MA / II.. / 9-12 / 4 / f	CA / I.. / 9-12 / 6 / c	SC / VIII.A / 9-12 / 2 / b	SS / III.D / 9-12 / 3 / b		
	SC.8	3.2		CA / I.. / 9-12 / 6 / d		SS / III.D / 9-12 / 3 / c		
	SS.4	3.3				SS / III.D / 9-12 / 3 / d		
		3.4						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.8						
		4.1						
B.6	CA.3	1.5	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a	SC / II.A / 9-12 / 1 / a	SS / IV.D / 9-12 / 3 / a		
	MA.3	1.10	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / c	SC / VIII.A / 9-12 / 2 / b	SS / IV.D / 9-12 / 3 / b		
	SC.8	2.3	MA / IV.. / 9-12 / 1 / c	CA / I.. / 9-12 / 6 / d		SS / IV.D / 9-12 / 3 / c		
	SS.4	3.1	MA / IV.. / 9-12 / 1 / d			SS / IV.D / 9-12 / 3 / d		
		3.8	MA / IV.. / 9-12 / 2 / a			SS / IV.D / 9-12 / 3 / e		
		4.1	MA / IV.. / 9-12 / 2 / b			SS / IV.D / 9-12 / 3 / f		
			MA / IV.. / 9-12 / 2 / c			SS / IV.D / 9-12 / 3 / g		
			MA / IV.. / 9-12 / 2 / d			SS / IV.D / 9-12 / 3 / h		
						SS / IV.D / 9-12 / 3 / i		
						SS / IV.D / 9-12 / 3 / j		
B.7	CA.3	1.5	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 6 / a	SC / II.A / 9-12 / 1 / a	SS / II.D / 9-12 / 5 / a		
	MA.3	1.10	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 6 / c	SC / VIII.A / 9-12 / 2 / b	SS / II.D / 9-12 / 5 / b		
	SC.8	2.3	MA / IV.. / 9-12 / 1 / c	CA / I.. / 9-12 / 6 / d		SS / II.D / 9-12 / 5 / c		
	SS.4	3.1	MA / IV.. / 9-12 / 1 / d			SS / II.D / 9-12 / 5 / d		
		3.8	MA / IV.. / 9-12 / 2 / a			SS / II.D / 9-12 / 5 / e		
		4.1	MA / IV.. / 9-12 / 2 / b			SS / II.D / 9-12 / 5 / f		
			MA / IV.. / 9-12 / 2 / c			SS / II.D / 9-12 / 5 / g		
			MA / IV.. / 9-12 / 2 / d			SS / II.D / 9-12 / 5 / h		
C.1	CA.3	1.2	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 3 / a		SS / III.D / 9-12 / 1 / *		
	CA.6	1.4	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 3 / e				
	MA.3	1.5	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				
	SS.4	1.6	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 5 / d				
		1.7	MA / IV.. / 9-12 / 1 / c					
		1.8	MA / IV.. / 9-12 / 1 / d					
		2.1	MA / IV.. / 9-12 / 2 / a					
		2.2	MA / IV.. / 9-12 / 2 / b					
		2.4	MA / IV.. / 9-12 / 2 / c					
		3.2	MA / IV.. / 9-12 / 2 / d					
		4.1						
C.2	CA.3	1.2	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 3 / a		SS / III.D / 9-12 / 1 / *		
	CA.6	1.4	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 3 / e				
	MA.3	1.5	MA / IV.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / f				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.4	1.6	MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 5 / d				
		1.7	MA / IV.. / 9-12 / 1 / c					
		1.8	MA / IV.. / 9-12 / 1 / d					
		2.2	MA / IV.. / 9-12 / 2 / a					
		2.4	MA / IV.. / 9-12 / 2 / b					
		3.2	MA / IV.. / 9-12 / 2 / c					
		4.1	MA / IV.. / 9-12 / 2 / d					
C.3	CA.3	1.4	MA / VII.. / 9-12 / 1 / a	CA / I.. / 9-12 / 3 / a		SS / III.D / 9-12 / 1 / *		
	CA.6	1.5	MA / VII.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / e				
	MA.3	1.6	MA / VII.. / 9-12 / 1 / c	CA / I.. / 9-12 / 3 / f				
	SS.4	1.7	MA / VII.. / 9-12 / 1 / d	CA / I.. / 9-12 / 5 / d				
		1.8	MA / VII.. / 9-12 / 2 / a					
		1.10	MA / VII.. / 9-12 / 2 / b					
		2.1	MA / VII.. / 9-12 / 2 / c					
		2.2	MA / VII.. / 9-12 / 2 / d					
		2.4	MA / VII.. / 9-12 / 3 / a					
		3.2	MA / VII.. / 9-12 / 3 / b					
			MA / VII.. / 9-12 / 3 / c					
			MA / VII.. / 9-12 / 3 / d					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / b					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / d					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / b					
			MA / VII.. / 9-12 / 5 / c					
			MA / VII.. / 9-12 / 5 / d					
C.4	CA.3	1.4	MA / IV.. / 9-12 / 3 / d	CA / I.. / 9-12 / 3 / a		SS / III.D / 9-12 / 1 / *		
	CA.6	1.5		CA / I.. / 9-12 / 3 / e				
	MA.1	1.6		CA / I.. / 9-12 / 3 / f				
	MA.3	1.7		CA / I.. / 9-12 / 5 / d				
	SS.4	1.8						
		2.1						
		2.2						
		3.1						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
C.5	CA.3	1.4	MA / V.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / d		SS / III.D / 9-12 / 1 / c		
	CA.6	1.5		CA / I.. / 9-12 / 3 / f				
	MA.1	1.8		CA / I.. / 9-12 / 6 / a				
	MA.6	2.1						
	SS.4	2.2						
		3.2						
C.6	CA.1	1.8				SS / III.D / 9-12 / 7 / e		
	SS.4	3.1						
	SS.5	3.7						
C.7	CA.3	1.5		CA / I.. / 9-12 / 3 / a		SS / I.D / 9-12 / 1 / k		
	CA.6	2.1		CA / I.. / 9-12 / 3 / e		SS / IV.D / 9-12 / 1 / f		
	SS.4	2.2		CA / I.. / 9-12 / 3 / f				
		3.2		CA / I.. / 9-12 / 5 / d				
		4.1						
C.8	CA.3	1.5		CA / I.. / 9-12 / 3 / c		SS / II.D / 9-12 / 6 / d		
	CA.6	2.1		CA / I.. / 9-12 / 3 / f				
	SS.4	2.2		CA / I.. / 9-12 / 5 / d				
	SS.6	3.2						
		4.1						
		4.2						
		4.3						
		4.4						
		4.5						
		4.6						
C.9	CA.3	1.5	MA / III.. / 9-12 / 1 / b	CA / I.. / 9-12 / 3 / c		SS / II.D / 9-12 / 9 / b		
	CA.6	1.6	MA / III.. / 9-12 / 1 / d	CA / I.. / 9-12 / 3 / e		SS / II.D / 9-12 / 9 / c		
	MA.1	2.1	MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 3 / f		SS / II.D / 9-12 / 9 / d		

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Competency Profile Date: 1995

Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA 3	2.2	MA / III.. / 9-12 / 2 / d	CA / I.. / 9-12 / 5 / c				
	SS 4	2.7	MA / III.. / 9-12 / 4 / b					
	SS 7	3.2	MA / III.. / 9-12 / 4 / d					
		4.1	MA / III.. / 9-12 / 5 / b					
			MA / III.. / 9-12 / 5 / d					
C.10	CA 3	1.5		CA / I.. / 9-12 / 3 / c		SS / II.D / 9-12 / 9 / b		
	CA 6	1.6		CA / I.. / 9-12 / 3 / e		SS / II.D / 9-12 / 9 / c		
	MA 1	2.1		CA / I.. / 9-12 / 3 / f		SS / II.D / 9-12 / 9 / d		
	MA 3	2.2		CA / I.. / 9-12 / 5 / c		SS / III.D / 9-12 / 7 / c		
	SS 4	2.7						
	SS 7	3.2						
		4.1						
C.11	CA 3	1.5				SS / I.D / 9-12 / 5 / g		
	CA 6	2.1				SS / III.D / 9-12 / 7 / f		
	SS 4	2.2						
		3.2						
		4.3						
C.12	CA 1	1.6	MA / IV.. / 9-12 / 3 / d	CA / I.. / 9-12 / 6 / a		SS / IV.D / 9-12 / 3 / e		
	CA 3	1.7		CA / I.. / 9-12 / 6 / c				
	CA 4	1.10		CA / I.. / 9-12 / 6 / d				
	CA 6	3.5						
	MA 1	4.1						
	SS 4							
C.13	CA 3	1.5		CA / I.. / 9-12 / 3 / a		SS / I.D / 9-12 / 1 / d		
	CA 6	2.1		CA / I.. / 9-12 / 3 / e		SS / I.D / 9-12 / 1 / e		
	SS 3	2.2		CA / I.. / 9-12 / 3 / f				
	SS 4	3.2		CA / I.. / 9-12 / 5 / d				
		4.1						
C.14	CA 1	2.3		CA / III.. / 9-12 / 1 / d		SS / I.D / 9-12 / 1 / d		
	CA 4	2.4		CA / III.. / 9-12 / 1 / h		SS / I.D / 9-12 / 1 / e		
	CA 5	4.1						
	CA 6							
	SS 3							
	SS 4							

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Competency Profile Date: 1995

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
C.15	CA.1	1.6		CA / I.. / 9-12 / 2 / c		SS / III.D / 9-12 / 1 / j		
	CA.3	1.7		CA / I.. / 9-12 / 6 / a		SS / III.D / 9-12 / 2 / j		
	CA.4	3.5		CA / I.. / 9-12 / 6 / c		SS / III.D / 9-12 / 3 / j		
	CA.6	4.1		CA / I.. / 9-12 / 6 / d		SS / III.D / 9-12 / 7 / j		
	SS.4							
C.16	CA.1	1.6	MA / X.. / 9-12 / 3 / *	CA / I.. / 9-12 / 6 / a		SS / III.D / 9-12 / 2 / d		
	CA.3	1.7		CA / I.. / 9-12 / 6 / c				
	CA.4	2.7		CA / I.. / 9-12 / 6 / d				
	CA.6	3.5						
	MA.6	4.1						
C.17	CA.1	1.6	MA / X.. / 9-12 / 3 / *	CA / I.. / 9-12 / 6 / a		SS / I.D / 9-12 / 2 / d		
	CA.3	1.7		CA / I.. / 9-12 / 6 / c		SS / I.D / 9-12 / 3 / d		
	CA.4	2.7		CA / I.. / 9-12 / 6 / d		SS / I.D / 9-12 / 5 / d		
	CA.6	3.5				SS / I.D / 9-12 / 6 / d		
	MA.6	4.1				SS / I.D / 9-12 / 7 / d		
C.18	CA.1	1.6	MA / X.. / 9-12 / 3 / *	CA / I.. / 9-12 / 2 / c	SC / II.A / 9-12 / 1 / a	SS / I.D / 9-12 / 2 / d	HP / III.D / 9-12 / 1 / a	
	CA.3	1.7		CA / I.. / 9-12 / 6 / a		SS / I.D / 9-12 / 3 / d	HP / III.D / 9-12 / 1 / b	
	CA.4	2.7		CA / I.. / 9-12 / 6 / c		SS / I.D / 9-12 / 5 / d		
	CA.6	3.5		CA / I.. / 9-12 / 6 / d		SS / I.D / 9-12 / 6 / d		
	HP.6	4.1				SS / I.D / 9-12 / 7 / d		
	MA.6	4.2						
	SC.8	4.3						
C.19	CA.1	1.6		CA / I.. / 9-12 / 6 / a		SS / II.D / 9-12 / 5 / a		
	CA.3	1.7		CA / I.. / 9-12 / 6 / c		SS / II.D / 9-12 / 5 / b		
	CA.4	3.5		CA / I.. / 9-12 / 6 / d		SS / II.D / 9-12 / 5 / c		
	CA.6	4.1				SS / II.D / 9-12 / 5 / d		
	SS.4					SS / II.D / 9-12 / 5 / e		
						SS / II.D / 9-12 / 5 / f		
						SS / II.D / 9-12 / 5 / g		
						SS / II.D / 9-12 / 5 / h		
C.20	CA.1	1.5		CA / I.. / 9-12 / 6 / a	SC / II.B / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / *		
	CA.3	1.6		CA / I.. / 9-12 / 6 / c				
	CA.4	1.7		CA / I.. / 9-12 / 6 / d				
	CA.6	1.8						

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Competency Profile Date: 1995

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SC.8	1.10						
	SS.4	2.4						
		3.5						
		4.1						
D.1	CA.4	2.3				SS / IV.D / 9-12 / 1 / *		
	CA.5	2.4						
	CA.6							
D.2	CA.3	1.1	MA / IX.. / 9-12 / 2 / b	CA / IV.. / 9-12 / 1 / e		SS / IV.D / 9-12 / 1 / *		
	MA.5	1.2		CA / IV.. / 9-12 / 1 / f				
		1.4		CA / IV.. / 9-12 / 1 / g				
		1.5		CA / IV.. / 9-12 / 1 / h				
		1.7		CA / IV.. / 9-12 / 1 / i				
		1.10						
		2.7						
		3.1						
		3.5						
		3.6						
		3.7						
		3.8						
		4.3						
D.3	CA.1	1.2		CA / I.. / 9-12 / 2 / a		SS / II.D / 9-12 / 6 / d		
	CA.3	1.7		CA / I.. / 9-12 / 2 / e				
	CA.4	1.10		CA / I.. / 9-12 / 3 / f				
	SS.4	4.1						
	SS.6							
D.4	CA.1	1.1	MA / VII.. / 9-12 / 2 / a	CA / I.. / 9-12 / 1 / b		SS / II.D / 9-12 / 5 / a	HP / II.D / 9-12 / 1 / a	
	CA.3	1.2		CA / I.. / 9-12 / 3 / *		SS / II.D / 9-12 / 5 / b	HP / II.D / 9-12 / 1 / b	
	CA.5	1.5				SS / II.D / 9-12 / 5 / c		
	CA.6	1.6				SS / II.D / 9-12 / 5 / d		
	HP.2	1.7				SS / II.D / 9-12 / 5 / e		
	HP.6	1.8						
	MA.3	2.1						
		2.2						
		2.6						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.1						
		3.5						
		4.1						
D.5	CA.3	1.1	MA / V.. / 9-12 / 1 / *	CA / IV.. / 9-12 / 1 / e		SS / II.D / 9-12 / 5 / a	HP / II.D / 9-12 / 1 / a	
	HP.2	1.2		CA / IV.. / 9-12 / 1 / f		SS / II.D / 9-12 / 5 / b	HP / II.D / 9-12 / 1 / b	
	HP.6	1.4		CA / IV.. / 9-12 / 1 / g		SS / II.D / 9-12 / 5 / c		
	MA.1	1.5		CA / IV.. / 9-12 / 1 / h		SS / II.D / 9-12 / 5 / d		
	SS.4	1.6		CA / IV.. / 9-12 / 1 / i		SS / II.D / 9-12 / 5 / e		
		1.7				SS / II.D / 9-12 / 5 / f		
		1.8				SS / II.D / 9-12 / 5 / g		
		1.10				SS / II.D / 9-12 / 5 / h		
		3.1						
		3.5						
		3.6						
		3.7						
		3.8						
		4.1						
		4.3						
E.1	CA.4	2.3				SS / II.D / 9-12 / 6 / a		
	CA.5	2.4				SS / II.D / 9-12 / 6 / b		
	CA.6							
E.2	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 6 / a		SS / III.D / 9-12 / 2 / a		
	CA.3	1.2	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 6 / c		SS / III.D / 9-12 / 2 / b		
	CA.4	1.3	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 6 / d		SS / III.D / 9-12 / 2 / c		
	CA.6	1.4	MA / I.. / 9-12 / 4 / *			SS / III.D / 9-12 / 2 / d		
	MA.1	1.6				SS / III.D / 9-12 / 2 / e		
	MA.3	1.7				SS / III.D / 9-12 / 2 / f		
		1.8				SS / III.D / 9-12 / 2 / g		
		3.1						
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						

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Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.1						
E.3	CA.1	1.8	MA / V.. / 9-12 / 1 / *	CA / III.. / 9-12 / 1 / d		SS / I.D / 9-12 / 8 / d		
	CA.4	2.3		CA / III.. / 9-12 / 1 / h		SS / I.D / 9-12 / 8 / e		
	CA.5	2.4				SS / III.D / 9-12 / 2 / a		
	CA.6	4.1				SS / III.D / 9-12 / 2 / b		
	MA.1					SS / III.D / 9-12 / 2 / c		
						SS / III.D / 9-12 / 2 / d		
						SS / III.D / 9-12 / 2 / e		
						SS / III.D / 9-12 / 2 / f		
						SS / III.D / 9-12 / 2 / g		
E.4	CA.1	1.6		CA / I.. / 9-12 / 6 / a		SS / II.D / 9-12 / 6 / d		
	CA.3	1.7		CA / I.. / 9-12 / 6 / c		SS / III.D / 9-12 / 2 / a		
	CA.4	3.5		CA / I.. / 9-12 / 6 / d		SS / III.D / 9-12 / 2 / b		
	CA.6	4.1				SS / III.D / 9-12 / 2 / c		
	SS.4					SS / III.D / 9-12 / 2 / d		
	SS.6					SS / III.D / 9-12 / 2 / e		
						SS / III.D / 9-12 / 2 / f		
						SS / III.D / 9-12 / 2 / g		
E.5	CA.1	1.6		CA / I.. / 9-12 / 6 / a		SS / I.D / 9-12 / 5 / f		
	CA.3	1.7		CA / I.. / 9-12 / 6 / c		SS / I.D / 9-12 / 7 / f		
	CA.4	3.5		CA / I.. / 9-12 / 6 / d		SS / III.D / 9-12 / 2 / a		
	CA.6	4.1				SS / III.D / 9-12 / 2 / b		
						SS / III.D / 9-12 / 2 / c		
						SS / III.D / 9-12 / 2 / d		
						SS / III.D / 9-12 / 2 / e		
						SS / III.D / 9-12 / 2 / f		
						SS / III.D / 9-12 / 2 / g		
E.6	CA.3	1.7	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 6 / a		SS / II.D / 9-12 / 6 / d		
	CA.5	3.5	MA / III.. / 9-12 / 2 / *	CA / I.. / 9-12 / 6 / c				
	MA.3	4.1	MA / III.. / 9-12 / 3 / *	CA / I.. / 9-12 / 6 / d				
	SS.4		MA / III.. / 9-12 / 4 / *	CA / III.. / 9-12 / 1 / f				
	SS.6		MA / III.. / 9-12 / 5 / *	CA / III.. / 9-12 / 4 / a				
E.7	CA.1	1.1		CA / III.. / 9-12 / 1 / a		SS / II.D / 9-12 / 6 / f		
	CA.3	1.2		CA / III.. / 9-12 / 1 / d				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	1.7		CA / III.. / 9-12 / 1 / f				
		1.10		CA / III.. / 9-12 / 1 / h				
		3.1		CA / III.. / 9-12 / 1 / i				
		3.5						
		3.6						
		3.7						
		3.8						
		4.1						
E.8	CA.3	1.1		CA / IV.. / 9-12 / 1 / e		SS / II.D / 9-12 / 5 / a		
	SS.4	1.2		CA / IV.. / 9-12 / 1 / f		SS / II.D / 9-12 / 5 / b		
		1.4		CA / IV.. / 9-12 / 1 / g		SS / II.D / 9-12 / 5 / c		
		1.5		CA / IV.. / 9-12 / 1 / h		SS / II.D / 9-12 / 5 / d		
		1.7		CA / IV.. / 9-12 / 1 / i		SS / II.D / 9-12 / 5 / e		
		1.10				SS / II.D / 9-12 / 5 / f		
		3.1				SS / II.D / 9-12 / 5 / g		
		3.5				SS / II.D / 9-12 / 5 / h		
		3.6				SS / III.D / 9-12 / 2 / a		
		3.7				SS / III.D / 9-12 / 2 / b		
		3.8				SS / III.D / 9-12 / 2 / c		
		4.1				SS / III.D / 9-12 / 2 / d		
		4.3				SS / III.D / 9-12 / 2 / e		
						SS / III.D / 9-12 / 2 / f		
						SS / III.D / 9-12 / 2 / g		
E.9	CA.1	1.6	MA / II.. / 9-12 / 1 / *	CA / I.. / 9-12 / 2 / c		SS / III.D / 9-12 / 2 / a		
	CA.3	1.7	MA / II.. / 9-12 / 2 / *	CA / I.. / 9-12 / 6 / a		SS / III.D / 9-12 / 2 / b		
	CA.4	2.1	MA / II.. / 9-12 / 3 / *	CA / I.. / 9-12 / 6 / c		SS / III.D / 9-12 / 2 / c		
	CA.6	2.7	MA / II.. / 9-12 / 4 / *	CA / I.. / 9-12 / 6 / d		SS / III.D / 9-12 / 2 / d		
	MA.1	3.5				SS / III.D / 9-12 / 2 / e		
	MA.3	4.1				SS / III.D / 9-12 / 2 / f		
						SS / III.D / 9-12 / 2 / g		
E.10	CA.1	1.10		CA / II.. / 9-12 / 5 / *	SC / II.B / 9-12 / 1 / a	SS / I.D / 9-12 / 4 / a		
	CA.6	2.2				SS / I.D / 9-12 / 4 / b		
	SC.8	2.3				SS / I.D / 9-12 / 4 / j		
						SS / I.D / 9-12 / 5 / f		
						SS / I.D / 9-12 / 7 / f		

KEY:		
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Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
F.1	CA.3	1.2	MA / II.. / 9-12 / 1 / *	CA / II.. / 9-12 / 4 / *		SS / III.D / 9-12 / 1 / c		
	CA.4	1.4	MA / II.. / 9-12 / 2 / *	CA / III.. / 9-12 / 1 / 1		SS / III.D / 9-12 / 1 / d		
	CA.5	1.5	MA / II.. / 9-12 / 3 / *					
	MA.1	1.7	MA / II.. / 9-12 / 4 / *					
	MA.3	1.8						
		2.1						
		2.2						
		2.7						
F.2	CA.3	1.2	MA / V.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / *	SC / VIII.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / c		
	CA.4	1.4		CA / III.. / 9-12 / 1 / 1		SS / III.D / 9-12 / 1 / d		
	CA.5	1.5						
	MA.1	1.7						
	MA.6	1.8						
	SC.7	2.1						
	SC.8	2.2						
		2.7						
F.3	CA.3	1.2	MA / V.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / *	SC / VII.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / c		
	CA.4	1.4		CA / III.. / 9-12 / 1 / 1		SS / III.D / 9-12 / 1 / d		
	CA.5	1.5						
	MA.1	1.7						
	MA.6	1.8						
	SC.7	2.1						
	SC.8	2.2						
		2.7						
F.4	CA.3	1.2	MA / V.. / 9-12 / 2 / a	CA / II.. / 9-12 / 4 / *	SC / VIII.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / c		
	CA.4	1.4		CA / III.. / 9-12 / 1 / 1		SS / III.D / 9-12 / 1 / d		
	CA.5	1.5						
	MA.1	1.7						
	MA.6	1.8						
	SC.7	2.1						
	SC.8	2.2						
		2.7						
F.5	MA.1	1.4	MA / V.. / 9-12 / 2 / a		SC / VIII.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / c		
	MA.6	1.8				SS / III.D / 9-12 / 1 / d		

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Competency Profile Date: 1995

Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SC.7	2.1						
	SC.8							
F.6	MA.1	1.4	MA / V.. / 9-12 / 2 / a			SS / III.D / 9-12 / 1 / c		
	MA.6	1.8				SS / III.D / 9-12 / 1 / d		
F.7	MA.1	1.4	MA / V.. / 9-12 / 2 / a			SS / III.D / 9-12 / 1 / c		
	MA.6	1.8				SS / III.D / 9-12 / 1 / d		
F.8	MA.5	2.2	MA / IX.. / 9-12 / 1 / a			SS / III.D / 9-12 / 1 / c		
						SS / III.D / 9-12 / 1 / d		
F.9	CA.3	1.2	MA / II.. / 9-12 / 1 / *	CA / II.. / 9-12 / 4 / *	SC / VIII.A / 9-12 / 3 / a	SS / III.D / 9-12 / 1 / c		
	CA.4	1.4	MA / II.. / 9-12 / 2 / *	CA / III.. / 9-12 / 1 / f		SS / III.D / 9-12 / 1 / d		
	CA.5	1.5	MA / II.. / 9-12 / 3 / *					
	MA.1	1.7	MA / II.. / 9-12 / 4 / *					
	MA.3	1.8						
	SC.7	2.1						
	SC.8	2.2						
		2.7						
		3.5						
G.1	CA.3	1.1		CA / I.. / 9-12 / 2 / *	SC / II.A / 9-12 / 1 / a	SS / III.D / 9-12 / 1 / c	HP / II.D / 9-12 / 2 / a	
	CA.5	1.3			SC / II.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / d		
	CA.6	1.4						
	HP.6	1.7						
	SC.8	4.8						
G.2	CA.1	1.6	MA / II.. / 9-12 / 4 / c	CA / I.. / 9-12 / 6 / a		SS / III.D / 9-12 / 5 / b		
	CA.3	1.7	MA / II.. / 9-12 / 4 / f	CA / I.. / 9-12 / 6 / c				
	CA.4	2.1		CA / I.. / 9-12 / 6 / d				
	CA.6	2.3						
	MA.1	2.7						
		3.1						
		3.2						
		3.3						
		3.4						
		3.5						
		4.1						
G.3	CA.3	1.1		CA / I.. / 9-12 / 3 / *	SC / I.A / 9-12 / 1 / a		HP / II.D / 9-12 / 2 / a	

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Competency Profile Date: 1995

Business Economics

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	HP.6	1.2		CA / I.. / 9-12 / 6 / a				
	SC.7	1.4		CA / I.. / 9-12 / 6 / c				
	SC.8	1.5		CA / I.. / 9-12 / 6 / d				
		1.6		CA / III.. / 9-12 / 1 / a				
		1.10		CA / III.. / 9-12 / 1 / d				
		2.6		CA / III.. / 9-12 / 1 / e				
		3.2		CA / III.. / 9-12 / 1 / f				
		3.8		CA / III.. / 9-12 / 1 / g				
		4.8		CA / III.. / 9-12 / 1 / h				
				CA / III.. / 9-12 / 1 / i				
				CA / III.. / 9-12 / 1 / j				
G.4	CA.1	1.1	MA / II.. / 9-12 / 4 / c	CA / I.. / 9-12 / 3 / c	SC / II.A / 9-12 / 1 / a	SS / III.D / 9-12 / 1 / a	HP / II.D / 9-12 / 2 / a	
	CA.3	1.6	MA / II.. / 9-12 / 4 / f	CA / I.. / 9-12 / 3 / d	SC / II.A / 9-12 / 2 / a	SS / III.D / 9-12 / 1 / b		
	CA.6	1.7		CA / I.. / 9-12 / 3 / e		SS / III.D / 9-12 / 1 / c		
	HP.6	3.1		CA / I.. / 9-12 / 3 / f		SS / III.D / 9-12 / 1 / d		
	MA.1	3.2				SS / III.D / 9-12 / 1 / e		
	SC.8	3.3				SS / III.D / 9-12 / 1 / f		
		3.4				SS / III.D / 9-12 / 1 / g		
		3.5				SS / III.D / 9-12 / 1 / h		
		4.1						
		4.8						

NOTES: The code in brackets is the compe , identification number used in computerized management systems. The competencies are based . ANS competencies. This competency profile is designed for a semester course. These competencies may be incorporated in other courses as appropriate. An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Business Management

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	HP.2	1.10					HP / II.A / 9-12 / 5 / a	
		2.6						
		4.4						
		4.7						
A.2	CA.4	1.2		CA / I.. / 9-12 / 2 / *		SS / I.A / 9-12 / 8 / a		
	CA.7	1.4		CA / I.. / 9-12 / 3 / a		SS / I.A / 9-12 / 8 / b		
	SS.1	1.8		CA / I.. / 9-12 / 3 / b		SS / I.A / 9-12 / 8 / c		
	SS.6	2.3		CA / I.. / 9-12 / 3 / c		SS / II.B / 9-12 / 5 / a		
		2.6		CA / I.. / 9-12 / 3 / e		SS / II.B / 9-12 / 5 / f		
		3.2		CA / I.. / 9-12 / 3 / f		SS / II.B / 9-12 / 5 / h		
		3.3				SS / II.B / 9-12 / 5 / n		
		4.4				SS / IV.A / 9-12 / 6 / a		
						SS / IV.A / 9-12 / 6 / b		
						SS / IV.A / 9-12 / 6 / c		
						SS / IV.A / 9-12 / 6 / d		
						SS / IV.A / 9-12 / 6 / e		
						SS / IV.A / 9-12 / 6 / f		
						SS / IV.A / 9-12 / 6 / g		
						SS / IV.A / 9-12 / 6 / h		
						SS / IV.A / 9-12 / 6 / i		
A.3	HP.2	3.3					HP / II.D / 9-12 / 1 / b	
A.4	CA.1	1.10		CA / I.. / 9-12 / 6 / a				
		2.5		CA / II.. / 9-12 / 3 / c				
		2.6						
		4.4						
A.5		2.3						
A.6		1.10						
		2.3						
A.7	CA.1	3.1		CA / I.. / 9-12 / 6 / c		SS / I.B / 9-12 / 5 / m		
	SS.6	3.4		CA / II.. / 9-12 / 5 / b		SS / I.C / 9-12 / 4 / o		
		3.7		CA / IV.. / 9-12 / 1 / c		SS / I.D / 9-12 / 4 / n		

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Competency Profile Date: 1993

Business Management

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.4		CA / IV.. / 9-12 / 1 / d		SS / I.E / 9-12 / 3 / n		
		4.8		CA / IV.. / 9-12 / 1 / e		SS / I.E / 9-12 / 3 / p		
				CA / IV.. / 9-12 / 1 / f		SS / II.A / 9-12 / 4 / m		
				CA / IV.. / 9-12 / 1 / g		SS / II.A / 9-12 / 6 / r		
				CA / IV.. / 9-12 / 3 / f		SS / II.A / 9-12 / 7 / r		
						SS / IV.E / 9-12 / 5 / o		
A.8	CA.1	1.10		CA / I.. / 9-12 / 6 / a			HP / I.B / 9-12 / 1 / a	
	CA.6	2.3		CA / I.. / 9-12 / 6 / c			HP / II.D / 9-12 / 1 / a	
	CA.7	2.6		CA / II.. / 9-12 / 3 / a			HP / III.C / 9-12 / 1 / a	
	HP.2	4.3		CA / II.. / 9-12 / 3 / b			HP / V.B / 9-12 / 1 / b	
	HP.5	4.4		CA / II.. / 9-12 / 3 / c				
	HP.6			CA / II.. / 9-12 / 5 / a				
				CA / II.. / 9-12 / 5 / b				
				CA / II.. / 9-12 / 5 / c				
				CA / II.. / 9-12 / 5 / d				
B.1	CA.1	1.10		CA / I.. / 9-12 / 1 / c				
	CA.3	2.1		CA / I.. / 9-12 / 1 / d				
	CA.6	2.6		CA / I.. / 9-12 / 6 / c				
		4.4		CA / IV.. / 9-12 / 1 / a				
				CA / IV.. / 9-12 / 1 / h				
B.2	CA.5	1.5		CA / I.. / 9-12 / 1 / d				
				CA / III.. / 9-12 / 1 / c				
				CA / IV.. / 9-12 / 1 / d				
B.3	CA.1	1.1		CA / I.. / 9-12 / 1 / b				
	CA.6	1.5		CA / I.. / 9-12 / 3 / c				
		1.10		CA / I.. / 9-12 / 3 / f				
		2.3		CA / II.. / 9-12 / 5 / a				
		2.7		CA / II.. / 9-12 / 5 / b				
		4.5		CA / II.. / 9-12 / 5 / c				
				CA / II.. / 9-12 / 5 / d				
				CA / IV.. / 9-12 / 1 / c				
				CA / IV.. / 9-12 / 1 / d				
B.4	CA.5	1.2		CA / I.. / 9-12 / 1 / b				
		1.5		CA / II.. / 9-12 / 5 / c				

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2 3						
B 5	CA 6	3 1	MA / I.. / 9-12 / 1 / b	CA / I.. / 9-12 / 1 / c		SS / I.C / 9-12 / 8 / a		
	MA 3	3 2	MA / I.. / 9-12 / 1 / c	CA / I.. / 9-12 / 1 / d		SS / I.C / 9-12 / 8 / b		
	SS 7	3 3	MA / I.. / 9-12 / 1 / d	CA / I.. / 9-12 / 3 / *		SS / I.C / 9-12 / 8 / d		
		3 4	MA / I.. / 9-12 / 1 / e	CA / I.. / 9-12 / 6 / a		SS / I.C / 9-12 / 8 / k		
		3 5	MA / VII.. / 9-12 / 4 / a	CA / I.. / 9-12 / 6 / c		SS / II.B / 9-12 / 5 / a		
		3 6		CA / I.. / 9-12 / 6 / d		SS / II.B / 9-12 / 5 / b		
		3 7		CA / III.. / 9-12 / 1 / a		SS / II.B / 9-12 / 5 / c		
		3 8		CA / III.. / 9-12 / 1 / d		SS / II.B / 9-12 / 5 / d		
		4 1		CA / III.. / 9-12 / 1 / e		SS / II.B / 9-12 / 5 / e		
				CA / III.. / 9-12 / 1 / f		SS / II.B / 9-12 / 5 / f		
				CA / III.. / 9-12 / 1 / g		SS / II.B / 9-12 / 5 / g		
				CA / III.. / 9-12 / 1 / h		SS / II.B / 9-12 / 5 / h		
				CA / III.. / 9-12 / 1 / i		SS / II.B / 9-12 / 5 / i		
				CA / III.. / 9-12 / 1 / j		SS / II.B / 9-12 / 5 / j		
				CA / IV.. / 9-12 / 1 / e		SS / II.B / 9-12 / 5 / k		
				CA / IV.. / 9-12 / 1 / f				
				CA / IV.. / 9-12 / 1 / g				
				CA / IV.. / 9-12 / 1 / h				
B 6	CA 6	2 3		CA / I.. / 9-12 / 1 / b				
		3 3		CA / I.. / 9-12 / 6 / c				
		3 6		CA / II.. / 9-12 / 5 / c				
				CA / III.. / 9-12 / 1 / *				
B 7	CA 6	1 8	MA / III.. / 9-12 / 2 / b	CA / I.. / 9-12 / 1 / d				
	MA 3	2 1		CA / II.. / 9-12 / 5 / a				
		2 2						
		4 1						
B 8	CA 1	1 10		CA / I.. / 9-12 / 6 / a				
		2 5		CA / II.. / 9-12 / 3 / c				
		2 6						
		4 4						
B 9	HP 2	3 3					HP / II.D / 9-12 / 1 / b	
B 10	CA 4	3 1		CA / I.. / 9-12 / 1 / b				
		3 3		CA / I.. / 9-12 / 2 / c				

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.1		CA / I.. / 9-12 / 3 / f				
				CA / III.. / 9-12 / 1 / *				
B.11	CA.7	1.10		CA / I.. / 9-12 / 5 / d		SS / I.B / 9-12 / 2 / g		FA / III.A / 9-12 / 2 / a
	FA.5	2.3				SS / I.B / 9-12 / 2 / h		
	SS.6	3.6				SS / I.B / 9-12 / 2 / i		
		4.6				SS / I.B / 9-12 / 2 / l		
						SS / II.D / 9-12 / 2 / i		
						SS / II.D / 9-12 / 2 / j		
						SS / II.D / 9-12 / 2 / k		
						SS / II.D / 9-12 / 2 / l		
						SS / II.D / 9-12 / 2 / m		
						SS / II.E / 9-12 / 1 / *		
						SS / II.E / 9-12 / 2 / *		
						SS / II.E / 9-12 / 3 / *		
						SS / II.E / 9-12 / 4 / *		
						SS / II.E / 9-12 / 5 / *		
						SS / II.E / 9-12 / 6 / *		
						SS / III.C / 9-12 / 8 / m		
						SS / III.C / 9-12 / 8 / n		
						SS / III.C / 9-12 / 8 / o		
						SS / IV.B / 9-12 / 4 / i		
						SS / IV.B / 9-12 / 4 / j		
B.12	CA.1	1.10		CA / I.. / 9-12 / 1 / b				
	CA.6	2.6		CA / I.. / 9-12 / 1 / d				
	MA.1	3.8		CA / I.. / 9-12 / 2 / c				
		4.4		CA / I.. / 9-12 / 3 / f				
		4.8		CA / I.. / 9-12 / 6 / a				
				CA / I.. / 9-12 / 6 / c				
				CA / I.. / 9-12 / 6 / d				
				CA / II.. / 9-12 / 5 / b				
				CA / II.. / 9-12 / 5 / c				
				CA / III.. / 9-12 / 1 / a				
				CA / III.. / 9-12 / 1 / b				
				CA / III.. / 9-12 / 1 / c				
				CA / III.. / 9-12 / 1 / d				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
				CA / III.. / 9-12 / 1 / e				
				CA / III.. / 9-12 / 1 / f				
				CA / III.. / 9-12 / 1 / g				
				CA / IV.. / 9-12 / 1 / b				
				CA / IV.. / 9-12 / 1 / c				
				CA / IV.. / 9-12 / 1 / d				
				CA / IV.. / 9-12 / 1 / e				
				CA / IV.. / 9-12 / 1 / f				
				CA / IV.. / 9-12 / 1 / g				
				CA / IV.. / 9-12 / 1 / h				
C.1	CA.4	1.4	MA / II.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a				
	MA.3	1.8		CA / I.. / 9-12 / 2 / c				
				CA / I.. / 9-12 / 3 / b				
C.2	MA.3	1.2	MA / II.. / 9-12 / 4 / *					
		1.4						
		1.8						
C.3	CA.1	1.2		CA / I.. / 9-12 / 6 / a				
	CA.4	2.1		CA / I.. / 9-12 / 6 / c				
	CA.6			CA / I.. / 9-12 / 6 / d				
				CA / II.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 3 / b				
				CA / II.. / 9-12 / 3 / c				
				CA / II.. / 9-12 / 4 / a				
				CA / II.. / 9-12 / 4 / b				
				CA / II.. / 9-12 / 4 / c				
				CA / II.. / 9-12 / 4 / d				
				CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 4 / f				
				CA / II.. / 9-12 / 4 / g				
				CA / II.. / 9-12 / 4 / h				
				CA / II.. / 9-12 / 5 / *				
				CA / II.. / 9-12 / 6 / a				
				CA / II.. / 9-12 / 6 / b				
C.4	CA.5	1.8		CA / II.. / 9-12 / 4 / b				

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Business Management

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.7		CA / II.. / 9-12 / 5 / e				
C.5	CA.4	1.2		CA / I.. / 9-12 / 6 / a		SS / I.E / 9-12 / 3 / k		
	CA.6	1.10		CA / I.. / 9-12 / 6 / c		SS / I.E / 9-12 / 7 / k		
	MA.3	3.1		CA / I.. / 9-12 / 6 / d		SS / II.E / 9-12 / 6 / f		
	SS.5	4.6		CA / II.. / 9-12 / 5 / a		SS / III.E / 9-12 / 2 / i		
				CA / II.. / 9-12 / 5 / b		SS / III.E / 9-12 / 2 / l		
				CA / II.. / 9-12 / 5 / c		SS / IV.D / 9-12 / 3 / o		
				CA / II.. / 9-12 / 5 / d				
C.6	CA.1	1.8		CA / I.. / 9-12 / 1 / d				
	CA.4			CA / I.. / 9-12 / 4 / *				
	CA.6			CA / I.. / 9-12 / 6 / a				
				CA / I.. / 9-12 / 6 / c				
				CA / I.. / 9-12 / 6 / d				
				CA / II.. / 9-12 / 3 / *				
				CA / II.. / 9-12 / 4 / a				
				CA / II.. / 9-12 / 4 / b				
				CA / II.. / 9-12 / 4 / c				
				CA / II.. / 9-12 / 4 / d				
				CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 4 / f				
				CA / II.. / 9-12 / 4 / g				
				CA / II.. / 9-12 / 4 / h				
				CA / II.. / 9-12 / 5 / *				
				CA / II.. / 9-12 / 6 / *				
C.7	CA.3	1.10		CA / I.. / 9-12 / 1 / *				
				CA / I.. / 9-12 / 6 / a				
				CA / III.. / 9-12 / 1 / d				
C.8	CA.1	1.1	MA / I.. / 9-12 / 1 / e	CA / I.. / 9-12 / 1 / *			HP / I.B / 9-12 / 2 / a	
	CA.3	1.2	MA / II.. / 9-12 / 4 / *	CA / I.. / 9-12 / 2 / a			HP / I.B / 9-12 / 4 / a	
	CA.4	1.3	MA / III.. / 9-12 / 3 / *	CA / I.. / 9-12 / 2 / c			HP / III.A / 9-12 / 7 / a	
	CA.5	1.4		CA / I.. / 9-12 / 2 / e			HP / III.A / 9-12 / 9 / b	
	CA.6	1.5		CA / I.. / 9-12 / 3 / *			HP / III.B / 9-12 / 4 / a	
	HP.2	1.7		CA / I.. / 9-12 / 4 / a			HP / III.C / 9-12 / 1 / a	
	HP.3	1.8		CA / I.. / 9-12 / 4 / b			HP / III.D / 9-12 / 1 / a	

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	HP.5	1.10		CA / I.. / 9-12 / 6 / a			HP / V.A / 9-12 / 5 / a	
	HP.6	2.1		CA / I.. / 9-12 / 6 / c			HP / V.A / 9-12 / 5 / d	
	HP.7	2.2		CA / I.. / 9-12 / 6 / d				
	MA.3	2.7		CA / II.. / 9-12 / 3 / a				
	SC.8	3.1		CA / II.. / 9-12 / 3 / c				
	SS.3	3.3		CA / II.. / 9-12 / 4 / a				
	SS.6	3.4		CA / II.. / 9-12 / 4 / b				
		3.6		CA / II.. / 9-12 / 4 / c				
		3.8		CA / II.. / 9-12 / 4 / d				
		4.1		CA / II.. / 9-12 / 4 / e				
		4.2		CA / II.. / 9-12 / 4 / f				
		4.4		CA / II.. / 9-12 / 4 / g				
		4.5		CA / II.. / 9-12 / 4 / h				
		4.7		CA / II.. / 9-12 / 6 / *				
		4.8		CA / IV.. / 9-12 / 1 / *				
C.9	CA.1	1.5		CA / I.. / 9-12 / 1 / b				
	CA.3	1.8		CA / I.. / 9-12 / 2 / a				
	CA.4	2.1		CA / I.. / 9-12 / 2 / c				
	CA.5	2.3		CA / I.. / 9-12 / 2 / e				
	CA.6	3.3		CA / I.. / 9-12 / 3 / *				
		3.7		CA / I.. / 9-12 / 6 / a				
		4.5		CA / I.. / 9-12 / 6 / c				
		4.6		CA / I.. / 9-12 / 6 / d				
				CA / II.. / 9-12 / 3 / *				
				CA / II.. / 9-12 / 4 / a				
				CA / II.. / 9-12 / 4 / c				
				CA / II.. / 9-12 / 4 / d				
				CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 5 / *				
				CA / II.. / 9-12 / 6 / *				
				CA / III.. / 9-12 / 1 / *				
				CA / III.. / 9-12 / 4 / *				
				CA / IV.. / 9-12 / 1 / *				
				CA / IV.. / 9-12 / 3 / *				
D.1	CA.1	1.8		CA / I.. / 9-12 / 1 / b				

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Business Management

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	2.3		CA / I.. / 9-12 / 3 / a				
		4.7		CA / I.. / 9-12 / 3 / b				
				CA / I.. / 9-12 / 3 / c				
				CA / I.. / 9-12 / 3 / d				
				CA / I.. / 9-12 / 3 / e				
				CA / II.. / 9-12 / 3 / c				
				CA / II.. / 9-12 / 5 / d				
				CA / III.. / 9-12 / 1 / e				
				CA / III.. / 9-12 / 4 / a				
D.2	CA.1	4.5		CA / I.. / 9-12 / 1 / b				
	CA.4	4.6		CA / I.. / 9-12 / 2 / a				
	HP.2			CA / I.. / 9-12 / 3 / a				
				CA / II.. / 9-12 / 4 / f				
D.3	CA.1	1.4	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 1 / b				
	CA.3	2.1	MA / IV.. / 9-12 / 2 / d	CA / I.. / 9-12 / 2 / c				
	CA.4	2.3	MA / IV.. / 9-12 / 3 / d	CA / I.. / 9-12 / 2 / e				
	CA.6	4.5		CA / I.. / 9-12 / 3 / b				
	MA.1			CA / I.. / 9-12 / 3 / d				
	MA.3			CA / I.. / 9-12 / 3 / f				
	MA.6			CA / I.. / 9-12 / 6 / a				
				CA / I.. / 9-12 / 6 / c				
				CA / I.. / 9-12 / 6 / d				
D.4	CA.1	1.1	MA / I.. / 9-12 / 1 / a	CA / I.. / 9-12 / 1 / b		SS / I.D / 9-12 / 1 / *		
	CA.3	1.2	MA / I.. / 9-12 / 1 / b	CA / I.. / 9-12 / 1 / c		SS / I.E / 9-12 / 6 / *		
	CA.4	1.4	MA / I.. / 9-12 / 1 / c	CA / I.. / 9-12 / 1 / d		SS / I.E / 9-12 / 7 / *		
	CA.5	1.5	MA / I.. / 9-12 / 1 / d	CA / I.. / 9-12 / 2 / a		SS / II.D / 9-12 / 1 / *		
	CA.6	1.6	MA / I.. / 9-12 / 1 / e	CA / I.. / 9-12 / 2 / c		SS / II.D / 9-12 / 2 / *		
	MA.1	1.7	MA / I.. / 9-12 / 3 / a	CA / I.. / 9-12 / 2 / e		SS / II.D / 9-12 / 3 / *		
	MA.3	1.8	MA / I.. / 9-12 / 3 / b	CA / I.. / 9-12 / 3 / *		SS / II.D / 9-12 / 4 / *		
	MA.6	1.10	MA / I.. / 9-12 / 3 / c	CA / I.. / 9-12 / 6 / a		SS / II.D / 9-12 / 5 / *		
	SS.4	2.1	MA / I.. / 9-12 / 3 / d	CA / I.. / 9-12 / 6 / c		SS / II.D / 9-12 / 6 / *		
	SS.5	2.2	MA / I.. / 9-12 / 3 / e	CA / I.. / 9-12 / 6 / d		SS / II.D / 9-12 / 7 / *		
		2.7	MA / I.. / 9-12 / 4 / a	CA / II.. / 9-12 / 3 / a		SS / II.D / 9-12 / 9 / *		
		3.1	MA / I.. / 9-12 / 4 / b	CA / II.. / 9-12 / 3 / c				
		3.3	MA / I.. / 9-12 / 4 / c	CA / II.. / 9-12 / 4 / a				

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.5	MA / I.. / 9-12 / 4 / d	CA / II.. / 9-12 / 4 / b				
		3.6	MA / I.. / 9-12 / 4 / e	CA / II.. / 9-12 / 4 / c				
		3.7	MA / II.. / 9-12 / 4 / h	CA / II.. / 9-12 / 4 / d				
		4.1	MA / III.. / 9-12 / 1 / a	CA / II.. / 9-12 / 4 / e				
		4.5	MA / III.. / 9-12 / 1 / b	CA / II.. / 9-12 / 4 / f				
			MA / III.. / 9-12 / 1 / c	CA / II.. / 9-12 / 4 / g				
			MA / III.. / 9-12 / 1 / d	CA / II.. / 9-12 / 4 / h				
			MA / III.. / 9-12 / 2 / a	CA / II.. / 9-12 / 5 / *				
			MA / III.. / 9-12 / 2 / b	CA / II.. / 9-12 / 6 / *				
			MA / III.. / 9-12 / 2 / c	CA / III.. / 9-12 / 1 / a				
			MA / III.. / 9-12 / 2 / d	CA / III.. / 9-12 / 1 / d				
			MA / IV.. / 9-12 / 1 / a	CA / III.. / 9-12 / 1 / e				
			MA / IV.. / 9-12 / 1 / b	CA / III.. / 9-12 / 1 / f				
			MA / IV.. / 9-12 / 1 / c	CA / III.. / 9-12 / 1 / g				
			MA / IV.. / 9-12 / 1 / d	CA / III.. / 9-12 / 1 / h				
			MA / IV.. / 9-12 / 1 / e	CA / III.. / 9-12 / 1 / i				
			MA / IV.. / 9-12 / 2 / a	CA / III.. / 9-12 / 1 / j				
			MA / IV.. / 9-12 / 2 / b	CA / III.. / 9-12 / 2 / b				
			MA / IV.. / 9-12 / 2 / c	CA / III.. / 9-12 / 4 / *				
			MA / IV.. / 9-12 / 2 / d	CA / IV.. / 9-12 / 1 / *				
			MA / IV.. / 9-12 / 2 / e					
			MA / IV.. / 9-12 / 3 / a					
			MA / IV.. / 9-12 / 3 / b					
			MA / IV.. / 9-12 / 3 / c					
			MA / IV.. / 9-12 / 3 / d					
			MA / IV.. / 9-12 / 3 / e					
			MA / V.. / 9-12 / 1 / a					
			MA / V.. / 9-12 / 1 / b					
			MA / V.. / 9-12 / 1 / c					
			MA / V.. / 9-12 / 2 / a					
			MA / V.. / 9-12 / 2 / b					
			MA / V.. / 9-12 / 2 / c					
			MA / V.. / 9-12 / 3 / a					
			MA / V.. / 9-12 / 3 / b					
			MA / V.. / 9-12 / 3 / c					

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Business Management

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 4 / a					
			MA / V.. / 9-12 / 4 / b					
			MA / V.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 1 / a					
			MA / VII.. / 9-12 / 1 / c					
			MA / VII.. / 9-12 / 1 / h					
			MA / VII.. / 9-12 / 2 / a					
			MA / VII.. / 9-12 / 2 / c					
			MA / VII.. / 9-12 / 2 / h					
			MA / VII.. / 9-12 / 4 / a					
			MA / VII.. / 9-12 / 4 / c					
			MA / VII.. / 9-12 / 4 / h					
			MA / VII.. / 9-12 / 5 / a					
			MA / VII.. / 9-12 / 5 / c					
			MA / VII.. / 9-12 / 5 / h					
			MA / IX.. / 9-12 / 2 / b					
D 5	CA 1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I A / 9-12 / 98 / #		
	CA 3	1.2						
	CA 4	1.4						
	CA 5	1.5						
	CA 6	1.6						
	MA 1	1.7						
	MA 3	1.8						
	MA 6	1.10						
	SS 4	2.1						
	SS 5	2.2						
		2.7						
		3.1						
		3.2						
		3.3						
		3.5						
		3.6						
		3.7						
		4.1						
		4.5						

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Business Management

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
D6	CA 1	1.1	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA 3	1.2						
	CA 4	1.4						
	CA 5	1.5						
	CA 6	1.6						
	MA 1	1.7						
	MA 3	1.8						
	MA 6	1.10						
	SS 4	2.1						
	SS 5	2.2						
		2.7						
		3.1						
		3.2						
		3.3						
		3.5						
		3.6						
		3.7						
		4.1						
		4.5						
D7	CA 1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 1 / *		SS / I.C / 9-12 / 5 / a		
	CA 3	1.2	MA / III.. / 9-12 / 1 / a	CA / I.. / 9-12 / 2 / a		SS / I.C / 9-12 / 5 / b		
	CA 4	1.3	MA / III.. / 9-12 / 1 / d	CA / I.. / 9-12 / 2 / c		SS / I.C / 9-12 / 5 / c		
	CA 6	1.4	MA / III.. / 9-12 / 2 / a	CA / I.. / 9-12 / 3 / *		SS / I.C / 9-12 / 5 / d		
	MA 1	1.5	MA / III.. / 9-12 / 2 / d	CA / I.. / 9-12 / 6 / a		SS / I.C / 9-12 / 5 / e		
	MA 3	1.6	MA / IV.. / 9-12 / 3 / a	CA / I.. / 9-12 / 6 / c		SS / I.C / 9-12 / 5 / f		
	SS 4	1.7	MA / IV.. / 9-12 / 3 / b	CA / I.. / 9-12 / 6 / d		SS / I.C / 9-12 / 5 / i		
	SS 7	1.8	MA / IV.. / 9-12 / 3 / c	CA / II.. / 9-12 / 3 / *		SS / I.C / 9-12 / 5 / j		
		1.10	MA / IV.. / 9-12 / 3 / d	CA / II.. / 9-12 / 4 / a		SS / I.C / 9-12 / 5 / k		
		2.3	MA / V.. / 9-12 / 1 / e	CA / II.. / 9-12 / 4 / b		SS / I.C / 9-12 / 5 / n		
		2.6	MA / V.. / 9-12 / 3 / a	CA / II.. / 9-12 / 4 / c		SS / I.C / 9-12 / 5 / o		
		3.1	MA / V.. / 9-12 / 4 / a	CA / II.. / 9-12 / 4 / d		SS / I.D / 9-12 / 7 / a		
		3.6	MA / VII.. / 9-12 / 4 / a	CA / II.. / 9-12 / 4 / e		SS / I.D / 9-12 / 7 / b		
		3.8	MA / VII.. / 9-12 / 5 / a	CA / II.. / 9-12 / 4 / f		SS / I.D / 9-12 / 7 / c		
		4.1		CA / II.. / 9-12 / 4 / g		SS / I.D / 9-12 / 7 / d		
		4.2		CA / II.. / 9-12 / 4 / h		SS / I.D / 9-12 / 7 / e		

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.4		CA/II./9-12/5/*		SS/I.D/9-12/7/f		
		4.5		CA/II./9-12/6/*		SS/I.D/9-12/7/i		
		4.6		CA/III./9-12/1/*		SS/I.D/9-12/7/j		
				CA/III./9-12/4/*		SS/I.D/9-12/7/k		
				CA/IV./9-12/1/a		SS/I.D/9-12/7/n		
				CA/IV./9-12/1/b		SS/II.D/9-12/1/*		
				CA/IV./9-12/1/c		SS/II.D/9-12/2/*		
				CA/IV./9-12/1/d		SS/II.D/9-12/3/*		
				CA/IV./9-12/1/e		SS/II.D/9-12/4/*		
				CA/IV./9-12/1/f		SS/III.D/9-12/2/*		
				CA/IV./9-12/1/g		SS/III.D/9-12/3/*		
				CA/IV./9-12/1/h				
D 8	CA 1	1.1	MA/I./9-12/98/#	CA/I./9-12/98/#		SS/I A/9-12/98/#		
	CA 3	1.2						
	CA 4	1.3						
	CA 6	1.4						
	MA 1	1.5						
	MA 3	1.6						
	SS 4	1.7						
	SS 7	1.8						
		1.10						
		2.3						
		2.6						
		3.1						
		3.6						
		3.8						
		4.1						
		4.2						
		4.4						
		4.5						
		4.6						
E 1	CA 1	1.1		CA/I./9-12/1/*				
	CA 3	1.2		CA/I./9-12/2/*				
	CA 4	1.4		CA/I./9-12/3/*				
	CA 6	1.5		CA/I./9-12/6/a				

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		1.6		CA / II.. / 9-12 / 3 / a				
		1.7		CA / II.. / 9-12 / 4 / a				
		1.8						
		1.10						
		2.1						
		2.2						
		2.7						
E 2	CA 1	1.5		CA / I.. / 9-12 / 1 / d				
	CA 3			CA / I.. / 9-12 / 3 / c				
				CA / I.. / 9-12 / 3 / e				
				CA / I.. / 9-12 / 3 / f				
E 3	CA 1	1.1		CA / I.. / 9-12 / 1 / c		SS / I.E / 9-12 / 1 / a		
	CA 3	1.2		CA / I.. / 9-12 / 2 / a		SS / I.E / 9-12 / 1 / b		
	SS 2	1.4		CA / I.. / 9-12 / 2 / b		SS / I.E / 9-12 / 1 / c		
		1.6		CA / I.. / 9-12 / 2 / c		SS / II.D / 9-12 / 3 / a		
		1.7		CA / I.. / 9-12 / 2 / d		SS / II.D / 9-12 / 3 / b		
		1.9		CA / I.. / 9-12 / 2 / e		SS / II.D / 9-12 / 3 / c		
		2.1				SS / II.D / 9-12 / 4 / a		
		2.2				SS / II.D / 9-12 / 4 / b		
		2.7				SS / II.D / 9-12 / 4 / c		
						SS / II.D / 9-12 / 5 / a		
						SS / II.D / 9-12 / 5 / b		
						SS / II.D / 9-12 / 5 / c		
						SS / II.D / 9-12 / 6 / a		
						SS / II.D / 9-12 / 6 / b		
						SS / II.D / 9-12 / 6 / c		
						SS / II.D / 9-12 / 9 / a		
						SS / II.D / 9-12 / 9 / b		
						SS / II.D / 9-12 / 9 / c		
						SS / III.A / 9-12 / 6 / a		
						SS / III.A / 9-12 / 6 / b		
						SS / III.A / 9-12 / 6 / c		
E 4	CA 1	1.1	MA / I.. / 9-12 / 1 / b	CA / I.. / 9-12 / 1 / b				
	CA 3	1.2	MA / I.. / 9-12 / 1 / e	CA / I.. / 9-12 / 1 / c				
	CA 4	1.3	MA / VII.. / 9-12 / 4 / a	CA / I.. / 9-12 / 1 / d				

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	CA 6	1.4		CA / I.. / 9-12 / 2 / *				
	MA 3	1.5		CA / I.. / 9-12 / 3 / *				
		1.6		CA / I.. / 9-12 / 6 / a				
		1.7		CA / I.. / 9-12 / 6 / c				
		1.8		CA / I.. / 9-12 / 6 / d				
		1.10		CA / II.. / 9-12 / 3 / *				
		2.1		CA / II.. / 9-12 / 4 / a				
		2.2		CA / II.. / 9-12 / 4 / b				
		2.3		CA / II.. / 9-12 / 4 / c				
		2.6		CA / II.. / 9-12 / 4 / d				
		2.7		CA / II.. / 9-12 / 4 / e				
		3.1		CA / II.. / 9-12 / 4 / f				
		3.2		CA / II.. / 9-12 / 4 / g				
		3.3		CA / II.. / 9-12 / 4 / h				
		3.5		CA / II.. / 9-12 / 5 / *				
		3.6		CA / III.. / 9-12 / 1 / *				
		3.7		CA / IV.. / 9-12 / 1 / *				
		3.8						
		4.1						
		4.5						
E 5	CA 1	1.1		CA / I.. / 9-12 / 1 / b				
	CA 3	1.2		CA / I.. / 9-12 / 1 / d				
	CA 4	1.3		CA / I.. / 9-12 / 2 / *				
	CA 6	1.4		CA / I.. / 9-12 / 3 / *				
		1.5		CA / I.. / 9-12 / 6 / a				
		1.7		CA / I.. / 9-12 / 6 / c				
		1.10		CA / I.. / 9-12 / 6 / d				
		2.3		CA / II.. / 9-12 / 3 / *				
		2.6		CA / II.. / 9-12 / 4 / a				
		2.7		CA / II.. / 9-12 / 4 / b				
				CA / II.. / 9-12 / 4 / c				
				CA / II.. / 9-12 / 4 / d				
				CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 4 / f				
				CA / II.. / 9-12 / 4 / g				

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				CA / II.. / 9-12 / 4 / h				
				CA / II.. / 9-12 / 5 / *				
E 6	CA 1	1.4		CA / I.. / 9-12 / 1 / d				
	CA 3	1.5		CA / I.. / 9-12 / 2 / *				
	CA 5	1.6		CA / I.. / 9-12 / 3 / *				
	SS 4	1.7		CA / I.. / 9-12 / 6 / a				
		1.8		CA / I.. / 9-12 / 6 / c				
				CA / I.. / 9-12 / 6 / d				
E 7	CA 3	1.1		CA / I.. / 9-12 / 1 / b				
	CA 5	1.2		CA / I.. / 9-12 / 1 / d				
	CA 7	1.4		CA / I.. / 9-12 / 2 / *				
	HP 6	1.6		CA / I.. / 9-12 / 3 / *				
	SS 6	1.7		CA / I.. / 9-12 / 6 / a				
		1.10						
		4.4						
F 1	CA 1	1.1	MA / I.. / 9-12 / 1 / a	CA / I.. / 9-12 / 1 / b				
	CA 3	1.2	MA / I.. / 9-12 / 1 / c	CA / I.. / 9-12 / 1 / d				
	MA 1	1.3		CA / I.. / 9-12 / 2 / a				
		1.4		CA / I.. / 9-12 / 2 / c				
		1.5		CA / I.. / 9-12 / 2 / e				
		1.6		CA / I.. / 9-12 / 3 / *				
		1.7		CA / I.. / 9-12 / 6 / a				
		1.8		CA / I.. / 9-12 / 6 / c				
		1.10		CA / I.. / 9-12 / 6 / d				
		2.3		CA / III.. / 9-12 / 1 / *				
		2.7						
		3.1						
		3.2						
		3.3						
		3.4						
		3.6						
		3.7						
		3.8						
F 2	CA 1	1.1	MA / I.. / 9-12 / 1 / a	CA / I.. / 9-12 / 1 / b				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA 3	1.2	MA / I. / 9-12 / 1 / c	CA / I. / 9-12 / 1 / d				
	MA 1	1.3		CA / I. / 9-12 / 2 / a				
		1.4		CA / I. / 9-12 / 2 / c				
		1.5		CA / I. / 9-12 / 2 / e				
		1.6		CA / I. / 9-12 / 3 / *				
		1.7		CA / I. / 9-12 / 6 / a				
		1.8		CA / I. / 9-12 / 6 / c				
		1.10		CA / I. / 9-12 / 6 / d				
		2.3		CA / III. / 9-12 / 1 / *				
		2.7						
		3.1						
		3.2						
		3.3						
		3.4						
		3.6						
		3.7						
		3.8						
F.3	CA 1	1.1		CA / I. / 9-12 / 3 / a				
	CA 3	1.2		CA / I. / 9-12 / 3 / d				
		1.5						
		1.7						
		2.3						
		2.7						

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NOTE: Duty bands and competencies do no. . .J to be taught in any particular order. Self management and professionalism, interpersonal skills, ca. . .management, and entrepreneurship awareness should be integrated througout the course. Competencies completed will depend on the length of the course. NOTE: Duty bands A, B, F, and G are also included on the Computer Business Applications profile as duty bands A, B, J, and K. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A 1	CA 4	2.1		CA / III.. / 9-12 / 1 / a				
		3.1		CA / III.. / 9-12 / 1 / i				
		3.7						
A 2	MA 2	3.6	MA / VI.. / 9-12 / 1 / l					
A 3		1.8	MA / III.. / 9-12 / 1 / *	CA / I.. / 9-12 / 3 / b			HP / II.A / 9-12 / 1 / a	
							HP / II.A / 9-12 / 4 / a	
							HP / II.B / 9-12 / 5 / a	
							HP / II.C / 9-12 / 1 / a	
							HP / II.C / 9-12 / 1 / b	
A 4	HP 2	3.1					HP / I.A / 9-12 / 98 / #	
		3.2						
		3.7						
		4.7						
A 5		2.6						
A 6		2.6		CA / II.. / 9-12 / 3 / c				
A 7		1.2		CA / I.. / 9-12 / 2 / c				
		1.4		CA / I.. / 9-12 / 2 / e				
		1.7						
A 8	CA 5	1.1		CA / I.. / 9-12 / 2 / a				
		1.4		CA / I.. / 9-12 / 2 / c				
		2.3		CA / I.. / 9-12 / 3 / e				
		2.7		CA / I.. / 9-12 / 3 / f				
		3.1		CA / III.. / 9-12 / 1 / a				
		3.4		CA / III.. / 9-12 / 1 / b				
		3.6		CA / III.. / 9-12 / 1 / d				
		3.7		CA / III.. / 9-12 / 1 / e				
		4.1		CA / III.. / 9-12 / 1 / g				
				CA / III.. / 9-12 / 1 / i				
				CA / III.. / 9-12 / 1 / j				
A 9						SS / II.B / 9-12 / 4 / m		

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.12	SS.6	4.4				SS / II.B / 9-12 / 4 / m		
A.13	SS.6	4.4				SS / II.B / 9-12 / 4 / m		
A.14	CA.5			CA / I. / 9-12 / 3 / *		SS / II.B / 9-12 / 4 / m		
A.15	SS.6	4.4 4.6				SS / II.B / 9-12 / 4 / m SS / IV.A / 9-12 / 8 / p SS / IV.A / 9-12 / 8 / q SS / IV.B / 9-12 / 2 / h SS / IV.B / 9-12 / 2 / o SS / IV.B / 9-12 / 2 / p SS / IV.B / 9-12 / 2 / q		
B.1	CA.1 CA.7	1.10 2.3 2.6						
B.2	CA.1 CA.7	1.10 4.3 4.4 4.5				SS / I.A / 9-12 / 99 / l SS / I.C / 9-12 / 99 / m		
B.3	CA.1 CA.7	1.10 2.3 2.6 4.4 4.5 4.6						
B.4	CA.1 CA.7	1.10 2.3 2.6 4.2 4.4 4.5 4.6				SS / I.A / 9-12 / 99 / l		
B.5	CA.1 CA.7	1.10 2.3 2.6				SS / I.A / 9-12 / 99 / i		

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Competency Profile Date: 1994

Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3 1						
		3 2						
		3 3						
		3 4						
		3 5						
		3 6						
		3 7						
		3 8						
		4 1						
		4 4						
B 6	CA 1	1.10				SS / I A / 9-12 / 99 / h		
	CA 7	2 3						
		2 6						
		4 4						
		4 6						
B 7	CA 1	1.10		CA / IV. / 9-12 / 3 / e		SS / II E / 9-12 / 4 / *		
	CA 7	2 3						
	SS 5	2 6						
	SS 6							
B 8	CA 5	1.10		CA / I. / 9-12 / 1 / *				
		2 6						
B 9	CA 5	1.10		CA / II. / 9-12 / 3 / c				
		2 3						
		2 6						
C 1	CA 5	2 2		CA / I. / 9-12 / 1 / a				
C 2	CA 7	2 4		CA / I. / 9-12 / 5 / a		SS / I B / 9-12 / 2 / i		FA / IV C / 9-12 / 5 / b
	FA 1	2 5		CA / I. / 9-12 / 5 / c				FA / IV C / 9-12 / 5 / c
	FA 5	3 2		CA / I. / 9-12 / 5 / d				
	SS 6							
C 3	CA 1	2 1		CA / I. / 9-12 / 5 / a		SS / I D / 9-12 / 99 / a		
	CA 6	2 6		CA / I. / 9-12 / 5 / c		SS / I D / 9-12 / 99 / b		
	CA 7	2 7				SS / I D / 9-12 / 99 / c		
	HP 1	4 4				SS / I D / 9-12 / 99 / d		
	SS 4	4 7				SS / I D / 9-12 / 99 / e		

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Competency Profile Date: 1994

Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.5 SS.6					SS / I.D / 9-12 / 99 / f SS / I.D / 9-12 / 99 / g SS / I.D / 9-12 / 99 / h SS / I.E / 9-12 / 3 / c SS / I.E / 9-12 / 3 / d SS / I.E / 9-12 / 3 / e SS / I.E / 9-12 / 3 / f SS / I.E / 9-12 / 3 / g SS / I.E / 9-12 / 7 / *		
C.4	HP.1 HP.7 SS.4 SS.5	1.10 2.7		CA / I.L / 9-12 / 6 / a		SS / I.E / 9-12 / 3 / c SS / I.E / 9-12 / 3 / d SS / I.E / 9-12 / 3 / e SS / I.E / 9-12 / 3 / f SS / I.E / 9-12 / 3 / g SS / I.E / 9-12 / 7 / *	HP / I.B / 9-12 / 4 / a	
C.5		2.7		CA / I.L / 9-12 / 6 / a		SS / I.E / 9-12 / 3 / c SS / I.E / 9-12 / 3 / d SS / I.E / 9-12 / 3 / e SS / I.E / 9-12 / 3 / f SS / I.E / 9-12 / 3 / g SS / I.E / 9-12 / 7 / *		
C.6	HP.7 SS.4 SS.5	2.7 4.4 4.7		CA / I.L / 9-12 / 2 / c		SS / I.E / 9-12 / 3 / c SS / I.E / 9-12 / 3 / d SS / I.E / 9-12 / 3 / e SS / I.E / 9-12 / 3 / f SS / I.E / 9-12 / 3 / g SS / I.E / 9-12 / 7 / *		
C.7	HP.7 SS.4 SS.5	2.3 2.7 4.4 4.7		CA / I.L / 9-12 / 2 / c		SS / I.E / 9-12 / 3 / c SS / I.E / 9-12 / 3 / d SS / I.E / 9-12 / 3 / e SS / I.E / 9-12 / 3 / f SS / I.E / 9-12 / 3 / g SS / I.E / 9-12 / 7 / *		
C.8	HP.7	2.6		CA / I.L / 9-12 / 2 / c		SS / I.E / 9-12 / 3 / c		

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.4 SS.5	2.7 4.4 4.7				SS/I.E/9-12/3/d SS/I.E/9-12/3/e SS/I.E/9-12/3/f SS/I.E/9-12/3/g SS/I.E/9-12/7/'		
C.9	HP.7 SS.4 SS.5	1.6 2.7		CA/I.L./9-12/3/'				
C.10	CA.1	2.1						
C.11	CA.1	2.2						
C.12	CA.1	2.2		CA/I.L./9-12/1/c CA/I.L./9-12/5/'				
C.13	CA.2 CA.3 SS.7	2.7		CA/I.L./9-12/2/a CA/I.L./9-12/2/c CA/I.L./9-12/2/d CA/I.L./9-12/2/e				
C.14	CA.1	2.1		CA/I.L./9-12/2/a CA/I.L./9-12/2/b CA/I.L./9-12/3/'				
D.1	CA.1 CA.4 CA.7	1.4 1.8 2.2 2.3 2.7 3.1 3.2 3.3 3.4 3.5 4.4 4.5		CA/I.L./9-12/1/a CA/I.L./9-12/1/b CA/I.L./9-12/5/a CA/I.L./9-12/5/d				
D.2		1.7						
D.3		1.4						

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Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.4						
		4.5						
D 2		1.7						
D 3		1.4						
		2.2						
D 4		1.4						
		1.8						
		2.2						
D 5		1.4						
		2.2						
D 6	MA 1	1.8	MA / V.. / 9-12 / 1 / *					
	MA 3	2.2	MA / V.. / 9-12 / 2 / *					
		2.7	MA / V.. / 9-12 / 3 / *					
		3.1	MA / V.. / 9-12 / 4 / *					
		3.2	MA / VII.. / 9-12 / 3 / *					
		3.3	MA / VII.. / 9-12 / 4 / *					
		3.4	MA / VII.. / 9-12 / 5 / *					
		3.5						
		4.4						
		4.5						
D 7	MA 1	1.4	MA / V.. / 9-12 / 1 / *					
	MA 3	1.8	MA / V.. / 9-12 / 2 / *					
		2.2	MA / V.. / 9-12 / 3 / *					
		2.7	MA / V.. / 9-12 / 4 / *					
			MA / VII.. / 9-12 / 3 / *					
			MA / VII.. / 9-12 / 4 / *					
			MA / VII.. / 9-12 / 5 / *					
D 8	MA 1	2.2	MA / V.. / 9-12 / 1 / *					
	MA 3	3.1	MA / V.. / 9-12 / 2 / *					
		3.2	MA / V.. / 9-12 / 3 / *					
		3.3	MA / V.. / 9-12 / 4 / *					
		3.4	MA / VII.. / 9-12 / 3 / *					
		3.5	MA / VII.. / 9-12 / 4 / *					
		4.4	MA / VII.. / 9-12 / 5 / *					

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Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
			MA / VII.. / 9-12 / 3 / *					
			MA / VII.. / 9-12 / 4 / *					
			MA / VII.. / 9-12 / 5 / *					
D.10	MA.1	1.4	MA / V.. / 9-12 / 1 / *					
	MA.3	2.2	MA / V.. / 9-12 / 2 / *					
		2.7	MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
			MA / VII.. / 9-12 / 3 / *					
			MA / VII.. / 9-12 / 4 / *					
			MA / VII.. / 9-12 / 5 / *					
D.11	CA.1	1.4						
	CA.4	1.8						
		3.1						
		3.2						
		3.3						
		3.4						
		3.5						
		4.4						
		4.5						
D.12								
D.13		1.4						
D.14	CA.1	1.4		CA / I.. / 9-12 / 1 / *		SS / II.D / 9-12 / 2 / *	HP / 1.A / 9-12 / 2 / a	FA / IV.D / 9-12 / 2 / a
	CA.4	1.7		CA / I.. / 9-12 / 2 / *				FA / IV.D / 9-12 / 2 / b
	CA.7	1.8		CA / I.. / 9-12 / 3 / *				FA / IV.D / 9-12 / 3 / a
	FA.1	1.9		CA / I.. / 9-12 / 4 / *				
	FA.2	1.10		CA / I.. / 9-12 / 5 / *				
	FA.3	2.2		CA / I.. / 9-12 / 6 / *				
	FA.5	2.3		CA / II.. / 9-12 / 1 / *				
	HP.2	2.5		CA / II.. / 9-12 / 2 / *				
	SS.4	2.6		CA / II.. / 9-12 / 3 / *				
	SS.5	2.7		CA / II.. / 9-12 / 4 / *				
	SS.7	3.1						

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Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
		4.4						
		4.5						
D.15	CA.1	1.4		CA / I.. / 9-12 / 2 / *		SS / II.E / 9-12 / 4 / c		
	CA.2					SS / II.E / 9-12 / 4 / d		
	CA.3							
	CA.7							
	SS.4							
	SS.5							
D.16		1.4						
D.17	CA.1	1.4						
		2.3						
D.18		1.4						
D.19	CA.1	1.5		CA / I.. / 9-12 / 1 / *			HP / I.A / 9-12 / 2 / a	FA / IV.D / 9-12 / 2 / a
	CA.4	2.1		CA / I.. / 9-12 / 2 / *				FA / IV.D / 9-12 / 2 / b
	CA.5	2.2		CA / I.. / 9-12 / 3 / *				FA / IV.D / 9-12 / 3 / a
	CA.6	2.3		CA / I.. / 9-12 / 4 / *				
	CA.7	2.5		CA / I.. / 9-12 / 5 / *				
	FA.1	2.7		CA / I.. / 9-12 / 6 / *				
	HP.1	3.1		CA / II.. / 9-12 / 1 / *				
	SS.5	3.2		CA / II.. / 9-12 / 2 / *				
		3.3		CA / II.. / 9-12 / 3 / *				
		3.4		CA / II.. / 9-12 / 4 / *				
		3.5						
		4.4						
		4.5						
		4.6						
D.20		1.4						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
D.21	CA.1	2.2						
D.22		2.3						
		3.1						
		3.3						
		3.5						
		3.5						
		3.8						
		4.4						
		4.5						
D.23	HP.6	2.2			SC / II.A / 9-12 / 2 / a		HP / I.A / 9-12 / 2 / a	
	HP.7	4.7					HP / II.A / 9-12 / 1 / a	
	SC.8							
D.24	SC.1	3.1			SC / I.A / 9-12 / 4 / a			
		4.7						
D.25		1.4						
		3.1						
		4.7						
D.26		3.1						
		3.6						
		4.5						
E.1	MA.1	1.1	MA / I.. / 9-12 / 3 / *					
		1.2	MA / V.. / 9-12 / 1 / *					
		1.7						
		1.8						
		2.1						
		2.2						
		2.3						
		2.4						
		2.5						
		2.6						
		2.7						
		4.1						
		4.4						

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Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
E.2	SC.8	1.2			SC / I.A / 9-12 / 2 / a			
E.3	SC.8	3.4			SC / I.A / 9-12 / 4 / a			
E.4	CA.1	1.10		CA / I.. / 9-12 / 1 / a		SS / I.D / 9-12 / 8 / *		
	CA.2	3.4		CA / I.. / 9-12 / 1 / b				
	CA.3			CA / I.. / 9-12 / 3 / *				
	CA.4							
	SS.4							
	SS.5							
E.5	CA.1	1.10		CA / I.. / 9-12 / 1 / a		SS / I.D / 9-12 / 8 / *		
	CA.2	3.4		CA / I.. / 9-12 / 1 / b				
	CA.3			CA / I.. / 9-12 / 3 / *				
	CA.4							
	SS.4							
	SS.5							
E.6	CA.1	1.7		CA / I.. / 9-12 / 1 / a		SS / I.D / 9-12 / 8 / *		
	CA.2	3.1		CA / I.. / 9-12 / 1 / b				
	CA.3	3.4		CA / I.. / 9-12 / 3 / *				
	CA.4							
	SS.4							
	SS.5							
E.7	CA.1	1.4		CA / I.. / 9-12 / 1 / a		SS / I.D / 9-12 / 8 / *		
	CA.2	1.8		CA / I.. / 9-12 / 1 / b				
	CA.3	1.10		CA / I.. / 9-12 / 3 / *				
	SS.4	4.6						
	SS.5							
E.8	HP.5	4.7		CA / I.. / 9-12 / 1 / a		SS / I.D / 9-12 / 8 / *	HP / V.C / 9-12 / 1 / a	
	HP.6			CA / I.. / 9-12 / 1 / b				
	HP.7			CA / I.. / 9-12 / 3 / *				
	MA.1							
	MA.2							
	MA.3							
	SC.8							
	SS.4							

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Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
E.9	HP.6	4.7		CA / I.. / 9-12 / 1 / a			HP / V.C / 9-12 / 1 / a	
	SC.8			CA / I.. / 9-12 / 1 / b				
				CA / I.. / 9-12 / 3 / *				
E.10	CA.1	1.4		CA / I.. / 9-12 / 1 / a				
	CA.3	1.10		CA / I.. / 9-12 / 1 / b				
	CA.4	3.8		CA / I.. / 9-12 / 5 / a				
	CA.7	4.1		CA / I.. / 9-12 / 5 / d				
	HP.7							
	MA.1							
	SC.8							
	SS.2							
	SS.4							
	SS.5							
	SS.6							
E.11	CA.1	1.10		CA / I.. / 9-12 / 1 / a				
	CA.3	4.1		CA / I.. / 9-12 / 1 / b				
	CA.4			CA / I.. / 9-12 / 5 / a				
	CA.7			CA / I.. / 9-12 / 5 / d				
	HP.7							
	MA.1							
	SC.8							
	SS.2							
	SS.4							
	SS.5							
	SS.6							
E.12	MA.1	1.1	MA / V.. / 9-12 / 1 / *			SS / I.D / 9-12 / 8 / *		
	SS.4	1.2	MA / V.. / 9-12 / 2 / *			SS / I.E / 9-12 / 99 / c		
	SS.6	1.4	MA / V.. / 9-12 / 3 / *			SS / I.E / 9-12 / 99 / d		
		1.7	MA / V.. / 9-12 / 4 / *			SS / I.E / 9-12 / 99 / e		
		3.8				SS / II.D / 9-12 / 2 / *		
		4.6						
E.13	CA.7	1.5		CA / I.. / 9-12 / 5 / a	SC / II.A / 9-12 / 2 / a			
	SC.8	2.6		CA / I.. / 9-12 / 5 / d				
		4.8						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
F.1	CA.1	1.1		CA / I.. / 9-12 / 1 / b		SS / I.D / 9-12 / 8 / *	HP / I.A / 9-12 / 3 / *	
	CA.3	2.6				SS / I.D / 9-12 / 99 / d		
	CA.5	3.5				SS / I.D / 9-12 / 99 / l		
	HP.2	4.8				SS / II.D / 9-12 / 2 / *		
	SC.8					SS / II.D / 9-12 / 99 / l		
	SS.4					SS / II.D / 9-12 / 99 / m		
	SS.5					SS / II.D / 9-12 / 99 / n		
	SS.6					SS / II.E / 9-12 / 4 / *		
F.2	CA.1	1.2		CA / I.. / 9-12 / 6 / *		SS / I.D / 9-12 / 8 / *		
	CA.3	1.3				SS / I.D / 9-12 / 99 / d		
	CA.5	1.4				SS / I.D / 9-12 / 99 / l		
	HP.2	1.5				SS / II.D / 9-12 / 2 / *		
	SC.8	1.6				SS / II.D / 9-12 / 99 / l		
	SS.4	1.7				SS / II.D / 9-12 / 99 / m		
	SS.5	2.2				SS / II.D / 9-12 / 99 / n		
	SS.6	2.3				SS / II.E / 9-12 / 4 / *		
		2.5						
		2.6						
		2.7						
		3.1						
		3.8						
		4.4						
		4.5						
		4.6						
		4.7						
		4.8						
F.3	CA.1	2.6		CA / I.. / 9-12 / 1 / a				
		4.8		CA / I.. / 9-12 / 1 / b				
				CA / I.. / 9-12 / 2 / a				
				CA / I.. / 9-12 / 2 / c				
F.4	CA.1	1.10		CA / I.. / 9-12 / 6 / *				
	CA.4	2.1		CA / II.. / 9-12 / 5 / *				
	CA.7	2.2						
		2.3						
		2.4						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.5						
		2.6						
		3.1						
		3.5						
		4.1						
		4.8						
F 5	CA 1	1.10		CA / I. / 9-12 / 6 / *				
	CA 4	2.1		CA / II. / 9-12 / 5 / a				
	CA 7	2.2		CA / II. / 9-12 / 5 / b				
		2.3						
		2.4						
		2.5						
		2.6						
		2.7						
		3.1						
		3.5						
		4.1						
		4.8						
F 6	CA 1	1.2		CA / I. / 9-12 / 1 / *				
		2.6						
		2.7						
		4.8						
F 7	CA 1	2.6		CA / I. / 9-12 / 1 / *				
F 8	CA 1	1.10		CA / II. / 9-12 / 5 / *				
	CA 4	2.1		CA / II. / 9-12 / 6 / *				
	CA 7	2.2						
		2.3						
		2.4						
		2.5						
		2.6						
		2.7						
		3.1						
		3.5						
		4.1						

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Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8						
F.9	CA.1	2.5 2.6 4.8		CA / I.. / 9-12 / 6 / *				
F.10	CA.1 CA.4 CA.7	2.5 2.6 4.8		CA / I.. / 9-12 / 6 / *				
F.11	CA.1	2.6		CA / I.. / 9-12 / 6 / *				
F.12	CA.1 CA.6	1.2 1.10 2.4 2.6 4.1 4.4 4.8		CA / II.. / 9-12 / 1 / c				
F.13	CA.1 CA.5	1.2 2.6 3.5		CA / I.. / 9-12 / 1 / *				
F.14	CA.1 CA.7 SS.1 SS.6	2.6 4.3		CA / I.. / 9-12 / 1 / *		SS / I.C / 9-12 / 5 / *		
F.15	CA.1 CA.7 SS.1 SS.6	2.6 4.4		CA / I.. / 9-12 / 1 / *		SS / I.A / 9-12 / 99 / m		
F.16	CA.1 CA.7 SS.1 SS.6	2.6 3.3		CA / I.. / 9-12 / 1 / *		SS / I.A / 9-12 / 99 / m		
F.17	CA.1 CA.5 CA.7	2.6		CA / I.. / 9-12 / 1 / *				

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Competency Profile Date: 1994

Business Technology

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
F.18	CA.1	2.1		CA / I. / 9-12 / 1 / *				
		2.6						
G.1	CA.1	1.1		CA / I. / 9-12 / 1 / a		SS / I.D / 9-12 / 2 / *		
	SS.4	1.2		CA / I. / 9-12 / 1 / b		SS / I.D / 9-12 / 4 / *		
		1.10						
		2.1						
		2.7						
		4.3						
		4.4						
G.2	CA.1	1.1		CA / I. / 9-12 / 1 / b		SS / I.D / 9-12 / 2 / *		
	SS.4	1.2		CA / I. / 9-12 / 1 / c		SS / I.D / 9-12 / 4 / *		
		1.10				SS / II.D / 9-12 / 6 / *		
		2.1						
		2.7						
		4.3						
		4.4						
G.3	CA.1	1.1		CA / I. / 9-12 / 1 / b		SS / I.D / 9-12 / 2 / *		
	SS.4	1.2		CA / I. / 9-12 / 1 / c		SS / I.D / 9-12 / 4 / *		
		1.10						
		2.1						
		2.7						
		4.3						
		4.4						
G.4	CA.1	1.1		CA / I. / 9-12 / 1 / b	SC / I.A / 9-12 / 1 / a	SS / I.D / 9-12 / 2 / *	HP / I.B / 9-12 / 2 / *	FA / IV.A / 9-12 / 1 / a
	CA.3	1.2		CA / I. / 9-12 / 1 / c	SC / II.A / 9-12 / 2 / a	SS / I.D / 9-12 / 4 / *	HP / II.A / 9-12 / 4 / *	
	CA.4	1.3					HP / II.D / 9-12 / 1 / a	
	CA.5	1.10					HP / II.D / 9-12 / 1 / b	
	CA.6	2.1					HP / V.C / 9-12 / 1 / a	
	CA.7	2.7						
	FA.2	4.3						
	HP.2	4.4						
	HP.4							
	HP.5							
	HP.6							

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	HP.7							
	SC.7							
	SC.8							
	SS.4							
	SS.5							
	SS.6							
	SS.7							

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NOTE: Minimum keyboarding experience is . ..ed. Duty bands and competencies do not need to be taught in any particular order. Self manageme.. and professionalism, interpersonal skills, resource management, career management, and entrepreneurship awareness should be integrated throughout the course. Competencies completed will depend on the length of the course. Numbers in parentheses at the end of the competencies in duty bands A, B, J, and K refer to identical competencies on the Business Technology profile, duty bands A, B, F, and G.

Computer Business Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	CA.4	2.1		CA / III. / 9-12 / 1 / a				
		3.1		CA / III. / 9-12 / 1 / i				
		3.7						
A.2	MA.2	3.6	MA / VI. / 9-12 / 1 / i					
A.3		1.8	MA / III. / 9-12 / 1 / *	CA / I. / 9-12 / 3 / b				
A.4	HP.2	3.1						
		3.2						
		3.7						
		4.7						
A.5		2.6		CA / II. / 9-12 / 3 / c				
A.6		2.6		CA / II. / 9-12 / 3 / c				
A.7		1.2		CA / I. / 9-12 / 2 / c				
		1.4		CA / I. / 9-12 / 2 / e				
		1.7						
A.8		1.1		CA / III. / 9-12 / 1 / a				
		1.4		CA / III. / 9-12 / 1 / b				
		2.3		CA / III. / 9-12 / 1 / d				
		2.7		CA / III. / 9-12 / 1 / e				
		3.1		CA / III. / 9-12 / 1 / g				
		3.4		CA / III. / 9-12 / 1 / i				
		3.6		CA / III. / 9-12 / 1 / j				
		3.7						
		4.1						
A.9	SS.6	4.4				SS / II B / 9-12 / 4 / m		
A.10	SS.6	4.4				SS / II B / 9-12 / 4 / m		
A.11	SS.6	4.4				SS / II B / 9-12 / 4 / m		
A.12	SS.6	4.4				SS / II B / 9-12 / 4 / m		
A.13	SS.6	4.4				SS / II B / 9-12 / 4 / m		

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Computer Business Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.14	CA.5			CA / I.. / 9-12 / 3 / *				
A.15	SS.6	4.4 4.6				SS / II.B / 9-12 / 4 / m SS / IV.A / 9-12 / 8 / p SS / IV.A / 9-12 / 8 / q SS / IV.B / 9-12 / 2 / n SS / IV.B / 9-12 / 2 / o SS / IV.B / 9-12 / 2 / p SS / IV.B / 9-12 / 2 / q		
B.1	CA.1 CA.7	1.10 2.3 2.6		CA / IV.. / 9-12 / 1 / *				
B.2	CA.1 CA.7	1.10 4.3 4.4		CA / IV.. / 9-12 / 1 / *		SS / I.C / 9-12 / 99 / m		
B.3	CA.1 CA.7	2.3 4.4 4.5 4.6		CA / IV.. / 9-12 / 1 / *		SS / I.A / 9-12 / 99 / l		
B.4	CA.1 CA.7	2.3 4.4 4.5 4.6		CA / IV.. / 9-12 / 1 / *		SS / I.A / 9-12 / 99 / l		
B.5	CA.1 CA.7	1.10 2.3 2.6 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 4.1		CA / III.. / 9-12 / 1 / * CA / IV.. / 9-12 / 1 / *		SS / I.A / 9-12 / 99 / i		

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Computer Business Applications

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.4						
B.6	CA.1 CA.7	1.10 2.3 2.6 4.6		CA / IV. / 9-12 / 1 / * CA / IV. / 9-12 / 3 / e		SS / I A / 9-12 / 99 / h		
B.7	CA.1 CA.7 SS.5 SS.6	1.10 2.3 2.6		CA / IV. / 9-12 / 1 / *		SS / II B / 9-12 / 4 / *		
B.8	CA.5	1.10 2.6		CA / I. / 9-12 / 1 / * CA / IV. / 9-12 / 1 / *				
B.9	CA.5	1.10 2.3 2.6		CA / II. / 9-12 / 1 / c CA / IV. / 9-12 / 1 / *				
C.1	CA.1	1.1 1.2 1.4 1.8	MA / II. / 9-12 / 2 / * MA / II. / 9-12 / 4 / * MA / III. / 9-12 / 1 / *	CA / I. / 9-12 / 2 / a CA / I. / 9-12 / 2 / b			HP / I A / 9-12 / 1 / * HP / I A / 9-12 / 2 / * HP / I A / 9-12 / 3 / * HP / V B / 9-12 / 1 / a	
C.2	CA.1 CA.3 CA.5 SC.8	1.4 1.6 2.1 2.3	MA / I. / 9-12 / 3 / * MA / V. / 9-12 / 3 / *	CA / I. / 9-12 / 2 / *	SC / I A / 9-12 / 4 / a	SS / I A / 9-12 / 99 / d SS / I B / 9-12 / 99 / b SS / I B / 9-12 / 99 / c	HP / I A / 9-12 / 3 / *	
C.3	CA.5	1.4 1.6 2.7	MA / II. / 9-12 / 4 / * MA / III. / 9-12 / 1 / *	CA / I. / 9-12 / 3 / b		SS / I C / 9-12 / 99 / c		
C.4	CA.1 CA.3	1.1 1.4 1.5 1.6 3.2 3.3		CA / I. / 9-12 / 1 / a CA / I. / 9-12 / 1 / b CA / I. / 9-12 / 1 / d CA / I. / 9-12 / 3 / c		SS / I A / 9-12 / 99 / c SS / I A / 9-12 / 99 / i SS / I D / 9-12 / 99 / g		
C.5	CA.1 CA.4	1.4 1.5	MA / I. / 9-12 / 1 / * MA / I. / 9-12 / 3 / *	CA / I. / 9-12 / 3 / * CA / II. / 9-12 / 4 / a				

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Computer Business Applications

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		1.8		[illegible]				
		2.1						
C.6	CA 6	1.4	[illegible]	[illegible]	[illegible]	[illegible]		
		1.7	[illegible]					
		1.8						
		2.7						
C.7	SC 7	3.2	[illegible]		[illegible]	[illegible]		
		3.3						
		3.6						
C.8	CA 5	1.4	[illegible]	[illegible]		[illegible]		
		1.8	[illegible]					
		2.7						
C.9	CA 1	1.8		[illegible]	[illegible]	[illegible]		
		3.1		[illegible]		[illegible]		
		3.8		[illegible]				
D.1	CA 1	1.1	[illegible]	[illegible]		[illegible]		
		1.2		[illegible]		[illegible]		
		1.8				[illegible]		
D.2	CA 1	1.4	[illegible]	[illegible]		[illegible]		
	CA 4	1.8		[illegible]				
	CA 6	2.1		[illegible]				
		2.2		[illegible]				
		2.6		[illegible]				
				[illegible]				
				[illegible]				
				[illegible]				
				[illegible]				
D.3	CA 1	1.4	[illegible]	[illegible]		[illegible]		
	CA 4	1.8						
	CA 6	2.1						
		2.2						
		2.6						
D.4	CA 1	1.4	[illegible]	[illegible]		[illegible]		

KEY: [illegible]

Computer Business Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.5	CA.1	1.4	MA / I. / 9-12 / 98 / #	CA / I. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.6	CA.1	1.4	MA / I. / 9-12 / 98 / #	CA / I. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.7	CA.3	1.2	MA / III. / 9-12 / 1 / *	CA / I. / 9-12 / 2 / a				
	CA.5	1.5		CA / I. / 9-12 / 3 / *				
		1.6		CA / II. / 9-12 / 3 / a				
		1.7		CA / II. / 9-12 / 3 / b				
		1.8		CA / III. / 9-12 / 4 / *				
		2.2						
D.8	CA.1	1.4	MA / I. / 9-12 / 3 / *	CA / I. / 9-12 / 3 / b		SS / II.C / 9-12 / 99 / i		
	CA.4	1.8		CA / I. / 9-12 / 3 / c				
	CA.6	2.1		CA / II. / 9-12 / 3 / a				
		2.2		CA / II. / 9-12 / 3 / c				
		2.6		CA / II. / 9-12 / 4 / *				
				CA / III. / 9-12 / 4 / a				
				CA / III. / 9-12 / 4 / b				
				CA / III. / 9-12 / 4 / c				
				CA / III. / 9-12 / 4 / d				
D.9	CA.1	1.4	MA / I. / 9-12 / 98 / #	CA / I. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						

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Computer Business Applications

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
D.10	CA.1	1.4	MA / I.L / 9-12 / 98 / #	CA / I.L / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.11	CA.1	1.4	MA / I.L / 9-12 / 98 / #	CA / I.L / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.12	CA.1	1.4	MA / I.L / 9-12 / 98 / #	CA / I.L / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.13	CA.1	1.4	MA / I.L / 9-12 / 98 / #	CA / I.L / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.14	CA.1	1.4	MA / I.L / 9-12 / 98 / #	CA / I.L / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.15	CA.1	1.4	MA / I.L / 9-12 / 98 / #	CA / I.L / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						
		2.6						
D.16	CA.1	1.4	MA / I.L / 9-12 / 98 / #	CA / I.L / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA.4	1.8						
	CA.6	2.1						
		2.2						

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.6						
D.17	CA 1	1.4	MA / I. / 9-12 / 98 / #	CA / I. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA 4	1.8						
	CA 6	2.1						
		2.2						
		2.6						
D.18	CA 1	1.4	MA / I. / 9-12 / 98 / #	CA / I. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA 4	1.8						
	CA 6	2.1						
		2.2						
		2.6						
D.19	CA 1	1.4	MA / I. / 9-12 / 98 / #	CA / I. / 9-12 / 98 / #		SS / I.A / 9-12 / 98 / #		
	CA 4	1.8						
	CA 6	2.1						
		2.2						
		2.6						
E.1	CA 1	1.1	MA / I. / 9-12 / 1 / *	CA / I. / 9-12 / 2 / a		SS / I.A / 9-12 / 99 / c		
		1.2	MA / I. / 9-12 / 3 / *	CA / I. / 9-12 / 2 / b		SS / I.A / 9-12 / 99 / d		
		1.8	MA / III. / 9-12 / 1 / *			SS / I.A / 9-12 / 99 / g		
E.2	CA 4	1.4		CA / I. / 9-12 / 2 / a				
	CA 6	1.6		CA / I. / 9-12 / 2 / b				
		1.7		CA / I. / 9-12 / 2 / c				
		1.8		CA / I. / 9-12 / 3 / a				
		2.1		CA / I. / 9-12 / 3 / b				
		2.2		CA / I. / 9-12 / 3 / c				
				CA / I. / 9-12 / 3 / d				
				CA / I. / 9-12 / 3 / e				
				CA / I. / 9-12 / 6 / *				
				CA / II. / 9-12 / 3 / a				
				CA / II. / 9-12 / 3 / c				
				CA / II. / 9-12 / 4 / *				
E.3	CA 4	1.4		CA / I. / 9-12 / 98 / #				
	CA 6	1.7						
		1.8						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.1						
		2.2						
E.4	CA.4	1.4		CA / I.. / 9-12 / 98 / #				
	CA.6	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
E.5	CA.4	1.4		CA / I.. / 9-12 / 98 / #				
	CA.6	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
E.6	CA.4	1.4		CA / I.. / 9-12 / 98 / #				
	CA.6	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
E.7	CA.4	1.4		CA / I.. / 9-12 / 98 / #				
	CA.6	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
E.8	CA.4	1.4		CA / I.. / 9-12 / 98 / #				
	CA.6	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
E.9	MA.1	1.4	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 2 / a	SC / I.A / 9-12 / 4 / a	SS / II.C / 9-12 / 99 / i		
		1.7	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 3 / *				

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Computer Business Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		1.8	MA / V.. / 9-12 / 1 / *	CA / II.. / 9-12 / 3 / a				
		2.1	MA / V.. / 9-12 / 2 / *	CA / II.. / 9-12 / 3 / b				
		2.2	MA / V.. / 9-12 / 3 / *	CA / III.. / 9-12 / 4 / *				
			MA / V.. / 9-12 / 4 / *					
			MA / VIII.. / 9-12 / 1 / d					
			MA / VIII.. / 9-12 / 2 / d					
			MA / VIII.. / 9-12 / 3 / d					
			MA / VIII.. / 9-12 / 4 / d					
			MA / VIII.. / 9-12 / 5 / d					
F.1	CA.1	1.1	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 2 / a	SC / I.A / 9-12 / 4 / a	SS / I.A / 9-12 / 99 / c		
		1.2	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 2 / b		SS / I.A / 9-12 / 99 / d		
		1.8				SS / I.A / 9-12 / 99 / g		
F.2	CA.4	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 2 / a	SC / I.A / 9-12 / 4 / a	SS / I.A / 9-12 / 99 / i		
	MA.1	1.6	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 3 / c				
		1.7	MA / I.. / 9-12 / 3 / *	CA / II.. / 9-12 / 3 / a				
		1.8	MA / II.. / 9-12 / 2 / h	CA / II.. / 9-12 / 3 / b				
		2.1	MA / II.. / 9-12 / 4 / h	CA / II.. / 9-12 / 4 / *				
		2.2	MA / III.. / 9-12 / 1 / *	CA / III.. / 9-12 / 4 / *				
			MA / V.. / 9-12 / 1 / *					
			MA / V.. / 9-12 / 2 / *					
			MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
			MA / X.. / 9-12 / 1 / a					
			MA / X.. / 9-12 / 1 / h					
			MA / X.. / 9-12 / 2 / a					
			MA / X.. / 9-12 / 2 / h					
			MA / X.. / 9-12 / 3 / a					
			MA / X.. / 9-12 / 3 / h					
			MA / X.. / 9-12 / 4 / a					
			MA / X.. / 9-12 / 4 / h					
			MA / X.. / 9-12 / 5 / a					
			MA / X.. / 9-12 / 5 / h					
F.3	CA.4	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA.1	1.6						
		1.7						

KEY:
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Computer Business Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		1.3						
		2.1						
		2.2						
F 4	CA 4	1.4	MA / L. / 9-12 / 98 / #	CA / L. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F 5	CA 4	1.4	MA / L. / 9-12 / 98 / #	CA / L. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F 6	CA 4	1.4	MA / L. / 9-12 / 98 / #	CA / L. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F 7	CA 4	1.4	MA / L. / 9-12 / 98 / #	CA / L. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F 8	CA 4	1.4	MA / L. / 9-12 / 98 / #	CA / L. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F 9	CA 4	1.4	MA / L. / 9-12 / 98 / #	CA / L. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F.10	CA 4	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F.11	CA 4	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F.12	CA 4	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F.13	CA 4	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F.14	CA 4	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA 1	1.6						
		1.7						
		1.8						
		2.1						

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Competency Profile Date: 1994

Computer Business Applications

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.2						
F.15	CA.4	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #	SS / I.A / 9-12 / 98 / #		
	MA.1	1.6						
		1.7						
		1.8						
		2.1						
		2.2						
F.16	CA.4	1.4	MA / I.. / 9-12 / 1 / *	CA / I.. / 9-12 / 2 / a	SC / I.A / 9-12 / 4 / a	SS / I.A / 9-12 / 99 / i		
	MA.1	1.6	MA / I.. / 9-12 / 2 / *	CA / I.. / 9-12 / 3 / c				
		1.7	MA / I.. / 9-12 / 3 / *	CA / II.. / 9-12 / 3 / a				
		1.8	MA / II.. / 9-12 / 2 / h	CA / II.. / 9-12 / 3 / b				
		2.1	MA / II.. / 9-12 / 4 / h	CA / II.. / 9-12 / 4 / *				
		2.2	MA / III.. / 9-12 / 1 / *	CA / III.. / 9-12 / 4 / *				
			MA / V.. / 9-12 / 1 / *					
			MA / V.. / 9-12 / 2 / *					
			MA / V.. / 9-12 / 3 / *					
			MA / V.. / 9-12 / 4 / *					
			MA / X.. / 9-12 / 1 / a					
			MA / X.. / 9-12 / 1 / h					
			MA / X.. / 9-12 / 2 / a					
			MA / X.. / 9-12 / 2 / h					
			MA / X.. / 9-12 / 3 / a					
			MA / X.. / 9-12 / 3 / h					
			MA / X.. / 9-12 / 4 / a					
			MA / X.. / 9-12 / 4 / h					
			MA / X.. / 9-12 / 5 / a					
			MA / X.. / 9-12 / 5 / h					
G.1	CA.1	1.1	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 2 / a		SS / I.A / 9-12 / 99 / c		FA / IV.B / 9-12 / 1 / *
	FA.3	1.2		CA / I.. / 9-12 / 2 / b		SS / I.A / 9-12 / 99 / d		FA / IV.B / 9-12 / 1 / a
		1.8				SS / I.A / 9-12 / 99 / g		FA / IV.B / 9-12 / 1 / b
G.2	CA.5	1.4		CA / I.. / 9-12 / 1 / *		SS / II.A / 9-12 / 99 / c		FA / IV.B / 9-12 / 3 / a
	FA.1	1.5		CA / I.. / 9-12 / 2 / *		SS / II.A / 9-12 / 99 / d		FA / IV.B / 9-12 / 3 / b
		1.8		CA / II.. / 9-12 / 3 / a		SS / II.A / 9-12 / 99 / g		FA / IV.D / 9-12 / 6 / b
		2.1		CA / II.. / 9-12 / 4 / b		SS / II.A / 9-12 / 99 / i		

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.2		CA/II../9-12/5/e				
		2.5						
G.3	CA.5	1.4		CA/I../9-12/98/#		SS/I.A/9-12/98/#		FA/I.A/9-12/98/#
	FA.1	1.5						
		1.8						
		2.1						
		2.2						
		2.5						
G.4	CA.5	1.4		CA/I../9-12/98/#		SS/I.A/9-12/98/#		FA/I.A/9-12/98/#
	FA.1	1.5						
		1.8						
		2.1						
		2.2						
		2.5						
G.5	CA.5	1.4		CA/I../9-12/98/#		SS/I.A/9-12/98/#		FA/I.A/9-12/98/#
	FA.1	1.5						
		1.8						
		2.1						
		2.2						
		2.5						
G.6	CA.5	1.4		CA/I../9-12/98/#		SS/I.A/9-12/98/#		FA/I.A/9-12/98/#
	FA.1	1.5						
		1.8						
		2.1						
		2.2						
		2.5						
G.7	CA.5	1.4		CA/I../9-12/98/#		SS/I.A/9-12/98/#		FA/I.A/9-12/98/#
	FA.1	1.5						
		1.8						
		2.1						
		2.2						
		2.5						
G.8	CA.5	1.4		CA/I../9-12/98/#		SS/I.A/9-12/98/#		FA/I.A/9-12/98/#
	FA.1	1.5						

Computer Business Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		1.8						
		2.1						
		2.2						
		2.5						
H.1	CA.1	1.1	MA/I../9-12/3/*	CA/I../9-12/2/a		SS/I.A/9-12/99/c		
		1.2		CA/I../9-12/2/b		SS/I.A/9-12/99/d		
		1.8						
H.2	CA.1	1.4	MA/V../9-12/3/*	CA/I../9-12/1/*		SS/I.A/9-12/99/d		
	CA.3	1.6		CA/I../9-12/2/a				
	SC.8			CA/I../9-12/2/c				
H.3	CA.1	1.1	MA/I../9-12/3/*	CA/I../9-12/1/a	SC/I.A/9-12/4/a	SS/I.A/9-12/99/c		
	CA.4	1.4	MA/V../9-12/3/*	CA/I../9-12/1/b	SC/V.B/9-12/1/a	SS/I.A/9-12/99/d		
	CA.6	1.5	MA/V../9-12/4/*	CA/I../9-12/3/*		SS/I.A/9-12/99/h		
		1.6		CA/I../9-12/5/a		SS/I.B/9-12/99/c		
		1.7		CA/I../9-12/5/d		SS/I.B/9-12/99/d		
		1.8		CA/I../9-12/6/a		SS/I.C/9-12/6/*		
		2.2		CA/I../9-12/6/c		SS/II.B/9-12/2/*		
		2.3		CA/I../9-12/6/d		SS/II.B/9-12/4/*		
		2.6		CA/II../9-12/3/*				
		2.7		CA/II../9-12/4/*				
				CA/II../9-12/6/*				
I.1	CA.3	1.1		CA/I../9-12/2/a	SC/I.A/9-12/4/a			
		1.2		CA/I../9-12/2/c				
		1.4		CA/III../9-12/1/j				
		2.7						
		3.1						
		3.7						
I.2	MA.1	1.4	MA/I../9-12/3/*		SC/I.A/9-12/4/a			
		2.7	MA/V../9-12/1/*					
			MA/V../9-12/3/*					
			MA/IX../9-12/2/*					
I.3	SS.1	4.1		CA/IV../9-12/3/d		SS/II.A/9-12/99/o		
	SS.6	4.3		CA/IV../9-12/3/l		SS/II.B/9-12/4/l		
		4.4				SS/II.B/9-12/4/m		

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
						SS / III.A / 9-12 / 99 / i		
1.4	SS.1	4.1		CA / I.. / 9-12 / 98 / #				
	SS.6	4.3						
		4.4						
1.5	CA.3	1.4		CA / I.. / 9-12 / 3 / *				
		3.2		CA / III.. / 9-12 / 1 / a				
		3.5						
1.6	CA.1	1.2		CA / I.. / 9-12 / 2 / c		SS / I.A / 9-12 / 99 / c		
	CA.4	1.4		CA / I.. / 9-12 / 2 / d				
1.7	CA.3	1.1		CA / I.. / 9-12 / 2 / a		SS / I.A / 9-12 / 99 / b		
		1.2		CA / I.. / 9-12 / 2 / d		SS / I.A / 9-12 / 99 / c		
		3.8		CA / I.. / 9-12 / 3 / e		SS / II.A / 9-12 / 99 / d		
				CA / I.. / 9-12 / 3 / f				
				CA / III.. / 9-12 / 1 / e				
1.8	CA.1	1.4	MA / I.. / 9-12 / 3 / *	CA / I.. / 9-12 / 2 / a				
		1.9	MA / IV.. / 9-12 / 3 / *	CA / I.. / 9-12 / 3 / a				
		4.1		CA / III.. / 9-12 / 1 / a				
1.9	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
		1.9						
		4.1						
1.10	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
		1.9						
		4.1						
1.11	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
		1.9						
		4.1						
1.12	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
		1.9						
		4.1						
1.13	CA.1	1.4		CA / I.. / 9-12 / 2 / a	SC / I.A / 9-12 / 4 / a			FA / IV.B / 9-12 / 3 / a
	CA.6	1.8		CA / II.. / 9-12 / 3 / *				FA / IV.B / 9-12 / 3 / b
	FA.1	2.1		CA / II.. / 9-12 / 4 / a				FA / IV.D / 9-12 / 6 / b
		2.2		CA / II.. / 9-12 / 4 / b				

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		2.5		CA / II.. / 9-12 / 4 / c				
				CA / II.. / 9-12 / 4 / d				
				CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 4 / f				
				CA / II.. / 9-12 / 4 / g				
I.14	CA.1	1.4		CA / I.. / 9-12 / 98 / #	SC / I.A / 9-12 / 98 / #			FA / I.A / 9-12 / 98 / #
	CA.6	1.8						
	FA.1	2.1						
		2.2						
		2.5						
J.1	CA.1	1.1		CA / I.. / 9-12 / 1 / b		SS / I.D / 9-12 / 8 / *	HP / I.A / 9-12 / 3 / *	
	CA.3	2.6				SS / I.D / 9-12 / 99 / d		
	CA.5	4.8						
	HP.2							
	SS.4							
	SS.5							
	SS.6							
J.2	CA.1	1.2		CA / I.. / 9-12 / 6 / *		SS / II.D / 9-12 / 2 / *		
	CA.3	1.3				SS / II.D / 9-12 / 99 / l		
	CA.5	1.4				SS / II.D / 9-12 / 99 / m		
	HP.2	1.5				SS / II.D / 9-12 / 99 / n		
	SS.4	1.6						
	SS.5	1.7						
	SS.6	2.2						
		2.3						
		2.5						
		2.6						
		2.7						
		3.8						
		4.5						
		4.6						
		4.7						
		4.8						
J.3	CA.1	2.6		CA / I.. / 9-12 / 1 / b				

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		4.8		CA / I.. / 9-12 / 2 / a				
				CA / I.. / 9-12 / 2 / c				
J.4	CA 1	2.1		CA / II.. / 9-12 / 4 / a				
	CA 4	2.2		CA / II.. / 9-12 / 4 / b				
	CA 7	2.3						
		2.4						
		2.5						
		2.6						
		2.7						
		4.8						
J.5	CA 1	1.10		CA / I.. / 9-12 / 6 / *				
	CA 4	2.1		CA / II.. / 9-12 / 4 / a				
	CA 7	2.2		CA / II.. / 9-12 / 4 / b				
		2.3						
		2.4						
		2.5						
		2.6						
		2.7						
		4.8						
J.6	CA 1	1.2		CA / I.. / 9-12 / 1 / *				
		2.6						
		2.7						
		4.8						
J.7	CA 1	2.6		CA / I.. / 9-12 / 1 / *				
J.8	CA 1	1.10		CA / II.. / 9-12 / 6 / *				
	CA 4	2.1						
	CA 7	2.2						
		2.3						
		2.4						
		2.5						
		2.6						
		2.7						
		4.8						
J.9	CA 1	2.5		CA / II.. / 9-12 / 6 / *				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.6 2.7 4.8						
J.10	CA.1 CA.4 CA.7	2.5 2.6 2.7 4.8		CA / II.. / 9-12 / 6 / *				
J.11	CA.1	2.6						
J.12	CA.1 CA.6	1.2 2.4 2.6 4.4 4.8		CA / II.. / 9-12 / 3 / c				
J.13	CA.1 CA.5	1.2 2.6		CA / I.. / 9-12 / 1 / *				
J.14	CA.1 CA.7 SS.1 SS.6	2.6 4.3		CA / I.. / 9-12 / 1 / *		SS / I.C / 9-12 / 5 / *		
J.15	CA.1 CA.7 SS.1 SS.6	2.6 4.4		CA / I.. / 9-12 / 1 / * --		SS / I.A / 9-12 / 99 / m SS / II.B / 9-12 / 4 / *		
J.16	CA.1 CA.7 SS.1 SS.6	2.6 3.3		CA / I.. / 9-12 / 1 / *		SS / I.A / 9-12 / 99 / m		
J.17	CA.1 CA.5 CA.7	2.6 3.3		CA / I.. / 9-12 / 1 / *				
J.18	CA.1 CA.4	2.1 2.5 2.6		CA / I.. / 9-12 / 1 / *				

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.7						
K.1	CA.1	1.1		CA / I.. / 9-12 / 1 / a		SS / I.D / 9-12 / 2 / *		
	SS.4	1.2		CA / I.. / 9-12 / 1 / b		SS / I.D / 9-12 / 4 / *		
		1.10				SS / III.D / 9-12 / 2 / *		
		2.1				SS / III.D / 9-12 / 4 / *		
		2.7						
		4.3						
		4.4						
K.2	CA.1	1.1		CA / II.. / 9-12 / 6 / *		SS / II.D / 9-12 / 6 / *		
	SS.4	1.2						
		1.10						
		2.1						
		2.7						
		4.3						
		4.4						
K.3	CA.1	1.1		CA / II.. / 9-12 / 6 / *		SS / I.D / 9-12 / 2 / *	HP / I.B / 9-12 / 2 / *	FA / IV.A / 9-12 / 1 / a
	SS.4	1.2				SS / I.D / 9-12 / 5 / *	HP / II.D / 9-12 / 1 / a	
		1.10					HP / II.D / 9-12 / 1 / b	
		2.1						
		2.7						
		4.3						
		4.4						
K.4	CA.3	1.1			SC / I.A / 9-12 / 1 / a		HP / V.C / 9-12 / 1 / a	
	CA.4	1.2			SC / I.A / 9-12 / 2 / a			
	CA.5	1.3						
	CA.6	1.10						
	HP.2	2.1						
	HP.5	2.7						
	HP.6	3.7						
	HP.7	4.3						
	SS.6	4.4						
	SS.7							

KEY: * = may use all "to do" statements # = same Frameworks as previous competency
98 = same Frameworks as previous competency 99 = "to know" statements may not be applicable

Competency Profile Date: 1994

NOTE: Computer skills and knowledge of a foreign language are helpful when using this profile. Duty bands and competencies do not need to be taught in any particular order. Some duty bands and competencies can be integrated and taught together. Team teaching is encouraged. Competencies completed will depend on the length of the course.

International Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	CA.1	1.5						
		1.8						
		1.10						
		2.3						
A.2	CA.3	1.2		CA / I.. / 9-12 / 1 / b				
		1.4		CA / I.. / 9-12 / 1 / d				
		1.7						
		1.10						
		2.6						
		4.8						
A.3	CA.3	1.4		CA / III.. / 9-12 / 1 / a				
		1.7		CA / III.. / 9-12 / 1 / d				
		1.8		CA / III.. / 9-12 / 1 / e				
		2.1		CA / III.. / 9-12 / 1 / f				
		3.1						
		4.3						
		4.4						
A.4	SS.4	1.2				SS / IV.A / 9-12 / 2 / b		
		1.3				SS / IV.A / 9-12 / 2 / i		
		1.6						
		1.10						
		2.3						
		2.6						
		4.3						
		4.4						
		4.6						
A.5	SS.3	1.10				SS / IV.D / 9-12 / 3 / i		
		4.2						
		4.3						
A.6	SS.4	1.2				SS / II.D / 9-12 / 6 / f		
		1.10						
		2.3						

KEY:
* = may use all "to do" statements
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Competency Profile Date: 1994

International Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.7	SS.5	1.2				SS / I.E / 9-12 / 2 / e		
		1.6						
A.8	CA.6	1.10						
		2.6						
		4.4						
		4.5						
		4.8						
A.9	SS.6	1.10				SS / IV.B / 9-12 / 4 / g		
		2.3				SS / IV.B / 9-12 / 4 / i		
		4.2				SS / IV.B / 9-12 / 4 / o		
		4.3				SS / IV.B / 9-12 / 4 / p		
		4.4				SS / IV.B / 9-12 / 4 / q		
B.1	SS.3	1.6				SS / I.D / 9-12 / 1 / d		
		3.1				SS / I.D / 9-12 / 1 / e		
B.2	CA.3	1.1		CA / I.. / 9-12 / 3 / *				
		1.2						
		1.3						
		1.4						
		1.6						
		1.7						
		1.8						
		2.3						
		2.7						
		4.6						
B.3	SS.6	1.2				SS / II.B / 9-12 / 5 / i		
		2.6				SS / II.B / 9-12 / 5 / n		
		4.3				SS / II.B / 9-12 / 5 / o		
		4.4						
		4.6						
		4.7						
B.4	CA.4	1.4		CA / III.. / 9-12 / 1 / a		SS / I.D / 9-12 / 4 / k	HP / II.D / 9-12 / 1 / a	
	HP.6	1.6		CA / III.. / 9-12 / 1 / d			HP / II.D / 9-12 / 1 / b	
	SS.6	1.7		CA / III.. / 9-12 / 1 / f				
		1.10						

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.3						
		2.6						
		3.1						
		3.2						
		3.7						
		3.8						
		4.6						
		4.7						
B.5	SS.4	3.1				SS / IV.D / 9-12 / 2 / k		
		4.5				SS / IV.D / 9-12 / 2 / l		
B.6	CA.7	1.2		CA / I.. / 9-12 / 3 / *		SS / I.A / 9-12 / 9 / h		
	SS.4	1.4						
		1.6						
		1.7						
		1.8						
		1.10						
		2.3						
		4.3						
C.1	CA.7	1.2		CA / I.. / 9-12 / 3 / *		SS / II.B / 9-12 / 2 / b		
	SS.6	1.3						
		1.6						
		1.8						
		4.3						
C.2	CA.6	1.6		CA / I.. / 9-12 / 3 / c		SS / III.B / 9-12 / 3 / i		
	SS.5	1.9		CA / I.. / 9-12 / 3 / d				
		2.3		CA / I.. / 9-12 / 3 / e				
		2.4						
		3.1						
C.3	CA.7	1.3		CA / III.. / 9-12 / 4 / e		SS / III.B / 9-12 / 4 / f		
	SS.5	1.9						
		2.3						
		2.6						
		3.6						
		3.8						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
C.4	CA.1	1.5		CA / IV.. / 9-12 / 3 / a				
	.CA.5	1.6		CA / IV.. / 9-12 / 3 / c				
		1.10		CA / IV.. / 9-12 / 3 / e				
		2.1		CA / IV.. / 9-12 / 3 / f				
		2.2						
		2.6						
C.5	CA.7	1.6		CA / III.. / 9-12 / 4 / e		SS / III.B / 9-12 / 3 / f		
	SS.6	1.9						
		1.10						
		2.3						
		3.6						
		3.8						
C.6	CA.6	1.10		CA / III.. / 9-12 / 4 / e	SC / II.A / 9-12 / 1 / a	SS / III.B / 9-12 / 5 / i		
	SC.8	2.3						
	SS.4	2.4						
	SS.6	3.1						
		3.6						
		3.8						
		4.3						
		4.4						
		4.7						
D.1	CA.6	1.1		CA / I.. / 9-12 / 6 / a	SC / II.A / 9-12 / 2 / a	SS / II.D / 9-12 / 3 / b		
	SC.8	1.2				SS / II.D / 9-12 / 3 / c		
	SS.5	1.4						
		1.6						
		1.7						
		1.8						
		2.7						
		3.1						
		4.1						
D.2	CA.1	1.6		CA / III.. / 9-12 / 2 / a				
	CA.3	2.1		CA / III.. / 9-12 / 2 / b				
	CA.5	2.2		CA / III.. / 9-12 / 2 / c				
	CA.7	2.6		CA / III.. / 9-12 / 2 / d				

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.1						
		3.6						
		3.7						
		3.8						
D.3	CA.1	1.8		CA / I.. / 9-12 / 6 / a		SS / IV.D / 9-12 / 3 / h		
	SS.2	1.10						
		2.6						
D.4	SS.2	1.4				SS / II.D / 9-12 / 3 / c		
	SS.5	2.7						
D.5	CA.5	1.4		CA / I.. / 9-12 / 2 / c	SC / II.A / 9-12 / 1 / a	SS / II.D / 9-12 / 3 / c		
	SC.8	1.7						
	SS.7	2.7						
E.1	CA.1	1.5						
		1.8						
		3.1						
E.2	SS.4	1.1				SS / II.D / 9-12 / 9 / a		
	SS.5	1.2				SS / II.D / 9-12 / 9 / b		
		1.10						
		3.1						
E.3	CA.6	1.10		CA / II.. / 9-12 / 3 / c		SS / I.D / 9-12 / 1 / k		
	SS.4	2.6				SS / I.D / 9-12 / 1 / l		
	SS.5	2.7						
	SS.6	3.1						
	SS.7	3.2						
		3.3						
		3.4						
		3.6						
		3.8						
		4.1						
E.4	CA.6	1.2		CA / III.. / 9-12 / 4 / e		SS / III.D / 9-12 / 1 / b		
	SS.4	1.3				SS / III.D / 9-12 / 1 / g		
	SS.5	1.6						
	SS.6	1.10						
	SS.7	3.1						

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
E.5	CA.6	1.2		CA / I.. / 9-12 / 3 / a		SS / III.D / 9-12 / 1 / b		
	SS.4	1.3				SS / III.D / 9-12 / 1 / g		
	SS.5	1.6						
	SS.6	1.10						
	SS.7	3.1						
		3.2						
		3.3						
E.6	CA.1	1.4	MA / II.. / 9-12 / 4 / h	CA / I.. / 9-12 / 3 / b		SS / IV.D / 9-12 / 3 / h		
	CA.3	1.8						
	CA.4	1.10						
	MA.1	2.6						
	SS.2							
E.7	CA.6	1.10		CA / II.. / 9-12 / 3 / c	SC / II.A / 9-12 / 1 / a	SS / IV.D / 9-12 / 3 / h		
	SC.8	2.3						
	SS.4	2.6						
	SS.5	2.7						
	SS.6	3.1						
		3.2						
		3.3						
		3.7						
		4.1						
F.1	CA.1	1.5						
		1.8						
		3.1						
F.2	SS.5	1.2				SS / I.E / 9-12 / 7 / b		
		1.3				SS / I.E / 9-12 / 7 / e		
		1.6				SS / I.E / 9-12 / 7 / g		

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		1.8						
		3.5						
F.3	SS.4	1.6				SS / I.D / 9-12 / 1 / k		
		3.1						
		3.4						
		3.6						
		3.8						
F.4	CA.6	1.2		CA / I. / 9-12 / 3 / a		SS / II.D / 9-12 / 8 / f		
	SS.4	1.4		CA / I. / 9-12 / 3 / b				
		1.6		CA / I. / 9-12 / 3 / e				
		1.7		CA / I. / 9-12 / 3 / f				
		1.8						
		1.10						
		4.1						
F.5	CA.6	1.6		CA / I. / 9-12 / 3 / f		SS / I.D / 9-12 / 1 / k		
	SS.4	1.8						
		3.1						
		3.4						
		3.6						
		3.8						
F.6	CA.6	1.1		CA / I. / 9-12 / 3 / f	SC / II.A / 9-12 / 1 / a	SS / III.D / 9-12 / 6 / d		
	SC.8	1.5				SS / III.D / 9-12 / 6 / g		
	SS.2	1.6				SS / III.D / 9-12 / 6 / j		
	SS.3	1.7						
		1.8						
		1.10						
		2.3						
		2.4						
		3.8						
		4.1						
G.1	CA.1	1.5						
		1.8						
		3.1						
G.2	CA.6	1.2		CA / II. / 9-12 / 3 / c		SS / III.D / 9-12 / 2 / b		

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.4	1.6						
		2.6						
		2.7						
G.3	SS.2	1.4				SS / II.D / 9-12 / 6 / c		
	SS.3	2.7						
G.4	SS.2	1.5				SS / II.D / 9-12 / 6 / d		
	SS.3	1.8				SS / II.D / 9-12 / 6 / l		
		1.10						
G.5	CA.3	1.6	MA / I.. / 9-12 / 4 / c	CA / I.. / 9-12 / 3 / f		SS / III.D / 9-12 / 5 / g		
	MA.1	1.8	MA / I.. / 9-12 / 4 / d					
	SS.5	1.10						
		3.2						
		3.3						
G.6	MA.1	1.6	MA / V.. / 9-12 / 1 / a					
		1.8						
		1.10						
		2.7						
G.7	CA.7	1.10		CA / II.. / 9-12 / 3 / c		SS / I.D / 9-12 / 7 / h		
	SS.5	2.6						
		2.7						
G.8	CA.7	1.2				SS / II.D / 9-12 / 9 / k.		
	SS.5	1.4						
		1.8						
		1.10						
		3.8						
H.1	CA.1	1.5						
		1.8						
		3.1						
H.2	CA.6	1.2				SS / I.A / 9-12 / 1 / b		
	SS.2	1.4				SS / I.A / 9-12 / 1 / c		
	SS.3	1.8				SS / I.A / 9-12 / 1 / d		
		1.9						
H.3	HP.6	1.6			SC / II.A / 9-12 / 1 / a	SS / I.A / 9-12 / 2 / j	HP / III.D / 9-12 / 1 / a	

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SC.8 SS.2 SS.3 SS.6	1.10 2.3 2.4 3.2 3.7 4.1 4.2 4.3 4.7						
H.4	SC.8 SS.3 SS.4 SS.5 SS.6	1.10 2.3 2.4 4.1 4.3 4.7			SC / II.A / 9-12 / 1 / a	SS / I.A / 9-12 / 7 / j		
I.1	CA.1	1.5 1.8 3.1						
I.2	SS.3 SS.4	1.10				SS / IV.D / 9-12 / 2 / h		
I.3	SS.3 SS.4 SS.5 SS.6	1.10				SS / II.D / 9-12 / 8 / I		
I.4	SC.8 SS.3 SS.6	1.9 2.3 2.4 4.1 4.2 4.3 4.7			SC / II.A / 9-12 / 1 / a	SS / I.A / 9-12 / 7 / j		
I.5	CA.6 SS.3 SS.4	1.7 2.6 3.1		CA / II.. / 9-12 / 3 / c		SS / I.A / 9-12 / 9 / k		

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.5	3.6						
	SS.6	3.8						
		4.1						
I.6	MA.2	1.8	MA / IV.. / 9-12 / 3 / b					
		3.1						
		3.6						
J.1	SS.2	1.5				SS / II.D / 9-12 / 6 / d		
	SS.5	1.10				SS / II.D / 9-12 / 6 / f		
	SS.6	3.1						
J.2	CA.1	1.5				SS / III.D / 9-12 / 7 / g		
	SS.3	1.8						
	SS.4	1.10						
	SS.5	2.3						
	SS.6							
J.3	CA.6			CA / II.. / 9-12 / 3 / c	SC / II.A / 9-12 / 1 / a	SS / III.D / 9-12 / 3 / g		
	SC.8							
	SS.3							
	SS.4							
	SS.5							
	SS.6							
J.4	SC.8	1.10			SC / II.A / 9-12 / 1 / a	SS / III.D / 9-12 / 6 / g		
	SS.3	2.3						
	SS.4	2.4						
	SS.5	4.3						
	SS.6	4.7						

KEY:
* = may use all "to do" statements
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An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Introduction to Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	SS.6	1.6	MA / I.. / 9-12 / 1 / a		SC / II.A / 9-12 / 1 / a	SS / II.D / 9-12 / 1 / j		
		3.5						
A.2	CA.1	3.1	MA / I.. / 9-12 / 1 / a					
	SS.4		MA / I.. / 9-12 / 1 / b					
			MA / I.. / 9-12 / 1 / c					
			MA / I.. / 9-12 / 4 / a					
			MA / I.. / 9-12 / 4 / b					
			MA / I.. / 9-12 / 4 / c					
A.3						SS / I.E / 9-12 / 2 / *		
						SS / I.E / 9-12 / 3 / *		
						SS / I.E / 9-12 / 4 / *		
						SS / I.E / 9-12 / 5 / *		
						SS / I.E / 9-12 / 6 / *		
						SS / I.E / 9-12 / 7 / *		
A.4	SS.3	3.1				SS / I.B / 9-12 / 1 / k		
		3.2						
		3.7						
		4.2						
		4.3						
		4.7						
A.5	CA.5	1.4		CA / I.. / 9-12 / 1 / d	SC / II.C / 9-12 / 2 / a	SS / I.D / 9-12 / 1 / *		FA / III.C / 9-12 / 2 / a
	CA.7	1.6				SS / I.D / 9-12 / 2 / *		FA / IV.D / 9-12 / 1 / a
	SS.4	1.8						FA / IV.D / 9-12 / 1 / b
	SS.7							FA / IV.D / 9-12 / 1 / c
								FA / IV.D / 9-12 / 1 / d
								FA / IV.D / 9-12 / 1 / e
								FA / IV.D / 9-12 / 1 / f
								FA / IV.D / 9-12 / 1 / g
A.6	SS.4	1.8						
		1.9						
A.7	MA.4	2.5						
	SS.7							
A.8	MA.3	4.5	MA / III.. / 9-12 / 5 / d	CA / I.. / 9-12 / 1 / d		SS / I.D / 9-12 / 8 / *		

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Competency Profile Date: 1992

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.3							
	SS.4							
A.9	MA.3	1.10	MA / III.. / 9-12 / 5 / d	CA / I.. / 9-12 / 1 / a		SS / I.D / 9-12 / 99 / c		
	SS.7			CA / I.. / 9-12 / 1 / c		SS / I.D / 9-12 / 99 / d		
						SS / I.D / 9-12 / 99 / e		
						SS / I.D / 9-12 / 99 / f		
						SS / II.D / 9-12 / 3 / d		
						SS / II.D / 9-12 / 3 / e		
						SS / II.D / 9-12 / 3 / f		
						SS / II.D / 9-12 / 3 / g		
						SS / III.D / 9-12 / 3 / d		
						SS / IV.D / 9-12 / 99 / b		
						SS / IV.D / 9-12 / 99 / e		
A.10	SS.2					SS / II.D / 9-12 / 7 / d		
	SS.6					SS / II.D / 9-12 / 7 / h		
						SS / II.D / 9-12 / 7 / j		
						SS / III.D / 9-12 / 7 / *		
A.11		2.6		CA / III.. / 9-12 / 1 / *		SS / I.A / 9-12 / 9 / i		
		3.1				SS / I.D / 9-12 / 4 / k		
		3.2				SS / I.D / 9-12 / 4 / l		
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
		4.1						
B.1	MA.1		MA / I.. / 9-12 / 4 / *			SS / I.D / 9-12 / 99 / h		
B.2						SS / II.D / 9-12 / 6 / *		
B.3	CA.5	1.6		CA / I.. / 9-12 / 1 / d		SS / I.D / 9-12 / 99 / e		FA / III.C / 9-12 / 2 / a
	CA.7	2.2		CA / I.. / 9-12 / 2 / *		SS / I.D / 9-12 / 99 / h		
		2.3		CA / I.. / 9-12 / 3 / a		SS / I.D / 9-12 / 99 / j		
		2.6		CA / I.. / 9-12 / 3 / c		SS / II.D / 9-12 / 99 / d		
		2.7		CA / I.. / 9-12 / 3 / d		SS / III.D / 9-12 / 99 / d		

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98 = same Frameworks as previous competency 99 = "to know" statements may not be applicable

Introduction to Business

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
				CA / I.. / 9-12 / 3 / e CA / I.. / 9-12 / 3 / f CA / I.. / 9-12 / 5 / c CA / I.. / 9-12 / 5 / d CA / I.. / 9-12 / 6 / a CA / I.. / 9-12 / 6 / c CA / I.. / 9-12 / 6 / d CA / II.. / 9-12 / 4 / * CA / IV.. / 9-12 / 3 / a CA / IV.. / 9-12 / 3 / e		SS / III.D / 9-12 / 99 / h		
B.4	HP.6 MA.1	1.10	MA / IV.. / 9-12 / 1 / a MA / IV.. / 9-12 / 1 / b MA / V.. / 9-12 / 4 / c					
B.5	CA.3 CA.5 CA.7 HP.6	1.10		CA / I.. / 9-12 / 3 / a CA / I.. / 9-12 / 3 / c CA / I.. / 9-12 / 3 / d			HP / I.A / 9-12 / 3 / * HP / II.B / 9-12 / 1 / a HP / II.B / 9-12 / 8 / a	
B.6	HP.6 MA.1	1.10	MA / IV.. / 9-12 / 1 / a MA / IV.. / 9-12 / 1 / b	CA / I.. / 9-12 / 1 / *				
B.7	CA.3	3.8		CA / I.. / 9-12 / 1 / *				
B.8		4.2 4.3				SS / I.C / 9-12 / 5 / l SS / I.C / 9-12 / 5 / m SS / I.C / 9-12 / 5 / n	HP / I.B / 9-12 / 2 / a	
B.9	CA.5 SS.7			CA / I.. / 9-12 / 1 / b CA / I.. / 9-12 / 3 / f				
B.10	SS.3 SS.4 SS.5	1.9				SS / I.D / 9-12 / 1 / * SS / I.D / 9-12 / 2 / * SS / I.D / 9-12 / 3 / * SS / I.D / 9-12 / 4 / * SS / I.D / 9-12 / 5 / * SS / I.D / 9-12 / 6 / * SS / I.D / 9-12 / 7 / * SS / I.D / 9-12 / 8 / *		

KEY: * = may use all "to do" statements # = same Frameworks as previous competency
98 = same Frameworks as previous competency 99 = "to know" statements may not be applicable

Introduction to Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
B.11	MA 3	3.3 3.8				SS / II D / 9-12 / 1 / k		
C.1	CA 1 CA 3 CA 5 SC 8	1.4 1.6 2.7	MA / I. / 9-12 / 3 / * MA / V. / 9-12 / 3 / *	CA / I. / 9-12 / 2 / *	SC / I A / 9-12 / 4 / a	SS / I A / 9-12 / 99 / d SS / I B / 9-12 / 99 / b SS / I B / 9-12 / 99 / c	HP / I A / 9-12 / 3 / *	
C.2	CA 1			CA / I. / 9-12 / 2 / c CA / I. / 9-12 / 2 / e				FA / IV B / 9-12 / 1 / b
C.3	CA 1 CA 3 CA 5 SC 8	1.4 1.6 2.7		CA / I. / 9-12 / 2 / *			HP / I A / 9-12 / 3 / *	
C.4	CA 1	1.4 1.6 2.7		CA / I. / 9-12 / 2 / *	SC / I A / 9-12 / 4 / a SC / V B / 9-12 / 1 / a		HP / I A / 9-12 / 3 / *	
C.5	CA 1				SC / V B / 9-12 / 1 / a SC / VI B / 9-12 / 4 / a	SS / II C / 9-12 / 3 / * SS / II D / 9-12 / 3 / c		
D.1	CA 7	4.1						FA / I C / 9-12 / 1 / a FA / I C / 9-12 / 1 / b FA / I C / 9-12 / 2 / a FA / I C / 9-12 / 2 / b
D.2	CA 3			CA / IV.. / 9-12 / 1 / b CA / IV.. / 9-12 / 1 / c CA / IV. / 9-12 / 1 / d CA / IV.. / 9-12 / 1 / e CA / IV.. / 9-12 / 1 / f CA / IV.. / 9-12 / 1 / g CA / IV. / 9-12 / 1 / h CA / IV. / 9-12 / 1 / i CA / IV.. / 9-12 / 2 / d				
D.3				CA / II. / 9-12 / 5 / a CA / II. / 9-12 / 5 / d CA / II. / 9-12 / 5 / e				

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Competency Profile Date: 1992

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
D.4		4.8						
D.5	CA.4	1.3						
		4.5						
		4.8						
D.6		3.1						
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
		4.1						
		4.8						
E.1	CA.2	2.6		CA / I.. / 9-12 / 1 / *				
		4.8		CA / I.. / 9-12 / 2 / c				
				CA / I.. / 9-12 / 2 / e				
E.2	CA.1	1.8		CA / I.. / 9-12 / 6 / a				
	CA.4	1.10		CA / II.. / 9-12 / 3 / *				
		2.1		CA / II.. / 9-12 / 4 / a				
		2.2		CA / II.. / 9-12 / 4 / b				
		2.5		CA / II.. / 9-12 / 4 / e				
		2.6		CA / II.. / 9-12 / 6 / a				
		2.7		CA / II.. / 9-12 / 6 / b				
		4.4						
		4.8						
E.3	CA.1	1.8		CA / II.. / 9-12 / 3 / *				
	CA.4	1.10		CA / II.. / 9-12 / 3 / b				
		2.1		CA / II.. / 9-12 / 4 / a				
		2.2		CA / II.. / 9-12 / 4 / b				
		2.5		CA / II.. / 9-12 / 4 / e				
		2.6		CA / II.. / 9-12 / 6 / a				
		2.7		CA / II.. / 9-12 / 6 / b				
		4.4						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.8						
E.4	CA.1	1.5		CA / II.. / 9-12 / 3 / a				
	CA.4	2.6		CA / II.. / 9-12 / 4 / c				
		4.4		CA / II.. / 9-12 / 4 / e				
		4.6		CA / II.. / 9-12 / 6 / a				
		4.8		CA / II.. / 9-12 / 6 / b				
				CA / III.. / 9-12 / 1 / f				
				CA / IV.. / 9-12 / 1 / e				
E.5	CA.1	1.1		CA / I.. / 9-12 / 6 / a				
	CA.6	1.2		CA / II.. / 9-12 / 5 / a				
		2.1		CA / II.. / 9-12 / 5 / b				
		2.3		CA / II.. / 9-12 / 5 / c				
		2.6		CA / II.. / 9-12 / 6 / a				
		4.4		CA / IV.. / 9-12 / 1 / c				
		4.8		CA / IV.. / 9-12 / 1 / d				
				CA / IV.. / 9-12 / 1 / f				
E.6	CA.1	1.8		CA / II.. / 9-12 / 3 / a				
	CA.4	1.10		CA / II.. / 9-12 / 3 / c				
		2.1		CA / II.. / 9-12 / 4 / a				
		2.5		CA / II.. / 9-12 / 4 / b				
		2.6		CA / II.. / 9-12 / 4 / d				
		2.7		CA / II.. / 9-12 / 4 / e				
		4.8		CA / II.. / 9-12 / 6 / a				
				CA / II.. / 9-12 / 6 / b				
F.1	SS.6					SS / II.D / 9-12 / 6 / *		
F.2	CA.3	1.1				SS / II.D / 9-12 / 6 / *		
		1.2						
		1.4						
		3.5						
F.3	CA.5	3.1						
		3.2						
		3.3						
		3.4						
		3.5						

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		3.6 3.7 3.8 4.1 4.8						
F.4	CA.5	1.10	MA / IV.. / 9-12 / 3 / ' MA / V.. / 9-12 / 1 / a					
F.5	MA.1		MA / IV.. / 9-12 / 3 / ' MA / V.. / 9-12 / 1 / a					
F.6	MA.1		MA / I.. / 9-12 / 3 / c MA / I.. / 9-12 / 3 / d MA / IV.. / 9-12 / 3 / ' MA / V.. / 9-12 / 1 / '					
F.7	MA.1		MA / I.. / 9-12 / 3 / c MA / I.. / 9-12 / 3 / d MA / IV.. / 9-12 / 3 / ' MA / V.. / 9-12 / 1 / '					
F.8								
F.9	MA.1		MA / V.. / 9-12 / 3 / '					
F.10	MA.1		MA / I.. / 9-12 / 1 / a MA / I.. / 9-12 / 1 / c MA / I.. / 9-12 / 4 / e					
F.11	SS.6					SS / II.D / 9-12 / 6 / '		
G.1	CA.1							
G.2	CA.1							
G.3		3.1 3.8				SS / II.D / 9-12 / 99 / k SS / III.D / 9-12 / 2 / j SS / IV.D / 9-12 / 2 / b		
G.4				CA / I.. / 9-12 / 2 / e				
G.5	MA.1	3.2 3.8	MA / I.. / 9-12 / 2 / b MA / I.. / 9-12 / 4 / d					

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Introduction to Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
			MA / IV.. / 9-12 / 2 / c					
G.6	CA.1 CA.4	2.2 2.5 2.6 4.8		CA / I.. / 9-12 / 2 / a CA / II.. / 9-12 / 6 / b				
G.7	MA.1	1.2 3.2	MA / I.. / 9-12 / 2 / b MA / I.. / 9-12 / 3 / c MA / I.. / 9-12 / 4 / d MA / I.. / 9-12 / 4 / e MA / V.. / 9-12 / 1 / a					
G.8	CA.6	1.6 2.5		CA / II.. / 9-12 / 5 / a CA / II.. / 9-12 / 5 / d CA / II.. / 9-12 / 5 / e				
G.9	CA.6	3.4		CA / I.. / 9-12 / 98 / #				
H.1	CA.1 SS.3	4.3		CA / I.. / 9-12 / 98 / #		SS / IV.D / 9-12 / 3 / g SS / IV.D / 9-12 / 3 / i		
H.2		2.2 3.8				SS / IV.D / 9-12 / 99 / e SS / IV.D / 9-12 / 99 / g SS / IV.D / 9-12 / 99 / h		
H.3	CA.3	1.2 1.5						
H.4		2.2 3.8				SS / IV.D / 9-12 / 99 / e SS / IV.D / 9-12 / 99 / g SS / IV.D / 9-12 / 99 / h		
H.5	SS.7					SS / II.D / 9-12 / 6 / * SS / IV.D / 9-12 / 3 / a SS / IV.D / 9-12 / 3 / b SS / IV.D / 9-12 / 3 / c SS / IV.D / 9-12 / 3 / d SS / IV.D / 9-12 / 3 / e SS / IV.D / 9-12 / 3 / f SS / IV.D / 9-12 / 3 / g SS / IV.D / 9-12 / 3 / h		

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Introduction to Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
						SS / IV.D / 9-12 / 3 / i		
I.1	CA.3 HP.6 HP.6 SS.4 SS.6	4.7		CA / I. / 9-12 / 1 / c CA / I. / 9-12 / 1 / d		SS / II.D / 9-12 / 6 / k		
I.2	CA.3 SS.4	4.7						
I.3	CA.1 SS.3			CA / I. / 9-12 / 1 / c CA / I. / 9-12 / 1 / d		SS / II.D / 9-12 / 99 / k		
I.4	CA.1			CA / I. / 9-12 / 6 / a				
I.5	CA.1 HP.6	4.7		CA / I. / 9-12 / 2 / a			HP / I.B / 9-12 / 3 / a HP / I.B / 9-12 / 4 / a	
I.6	CA.1 HP.6							
I.7	CA.1					SS / I.D / 9-12 / 3 / e SS / I.D / 9-12 / 3 / g SS / I.D / 9-12 / 3 / i		
J.1	CA.1 SS.4					SS / II.D / 9-12 / 2 / b SS / II.D / 9-12 / 2 / d SS / II.D / 9-12 / 2 / e SS / II.D / 9-12 / 2 / f SS / II.D / 9-12 / 2 / g SS / II.D / 9-12 / 2 / h SS / II.D / 9-12 / 2 / i SS / II.D / 9-12 / 2 / j SS / II.D / 9-12 / 2 / k SS / IV.D / 9-12 / 1 / g SS / IV.D / 9-12 / 1 / h SS / IV.D / 9-12 / 1 / i SS / IV.D / 9-12 / 1 / j SS / IV.D / 9-12 / 1 / k		
J.2	MA.3					SS / II.D / 9-12 / 2 / a		

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Competency Profile Date: 1992

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	SS.7					SS / II.D / 9-12 / 2 / b SS / II.D / 9-12 / 2 / c SS / II.D / 9-12 / 2 / d SS / II.D / 9-12 / 2 / e SS / II.D / 9-12 / 2 / f SS / II.D / 9-12 / 2 / g SS / II.D / 9-12 / 2 / h SS / II.D / 9-12 / 2 / i SS / II.D / 9-12 / 2 / j SS / II.D / 9-12 / 2 / k		
J.3	MA.3 SS.7					SS / II.D / 9-12 / 6 / *		
J.4	SS.7					SS / II.D / 9-12 / 3 / a SS / II.D / 9-12 / 3 / b SS / II.D / 9-12 / 3 / c SS / II.D / 9-12 / 3 / d SS / II.D / 9-12 / 3 / e SS / II.D / 9-12 / 3 / f SS / II.D / 9-12 / 3 / g SS / II.D / 9-12 / 3 / h SS / II.D / 9-12 / 3 / i SS / II.D / 9-12 / 3 / j SS / II.D / 9-12 / 3 / k		
J.5	SS.7					SS / II.D / 9-12 / 3 / a SS / II.D / 9-12 / 3 / b SS / II.D / 9-12 / 3 / c SS / II.D / 9-12 / 3 / d SS / II.D / 9-12 / 3 / e SS / II.D / 9-12 / 3 / f SS / II.D / 9-12 / 3 / g SS / II.D / 9-12 / 3 / h SS / II.D / 9-12 / 3 / i SS / II.D / 9-12 / 3 / j SS / II.D / 9-12 / 3 / k		

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Introduction to Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
J.6	CA.1	2.1						
		2.2						
		3.1						
J.7		1.1						
		1.2						
		1.9						
J.8	MA.3	4.7						
	SS.4							
K.1	CA.1					SS / II.D / 9-12 / 1 / k		
	SS.4							
K.2	MA.3	1.1				SS / I.D / 9-12 / 3 / g		
		1.2						
K.3	MA.1	1.7						
	MA.3	1.8						
K.4	MA.1	1.8	MA / I.. / 9-12 / 1 / *			SS / II.D / 9-12 / 1 / *		FA / I.D / 9-12 / 6 / b

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Competency Profile Date: 1992

NOTE: After ____ weeks of instruction, the student has achieved a keyboarding speed of ____ words per minute with ____ errors during a ____ minute timing.

Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	CA.6 HP.4	1.6					HP / IV.D / 9-12 / 3 / a	
A.2	CA.6 HP.4	1.6					HP / IV.D / 9-12 / 3 / a	
A.3	CA.1 CA.4	1.10		CA / I.. / 9-12 / 6 / a CA / III.. / 9-12 / 1 / a				
B.1	CA.1 CA.4	2.5 2.6 2.7 4.7		CA / I.. / 9-12 / 3 / f CA / III.. / 9-12 / 1 / j				
B.2	CA.1 CA.4	2.5 2.6 2.7 4.7		CA / I.. / 9-12 / 98 / #				
B.3	CA.1 CA.4	1.6 2.5		CA / I.. / 9-12 / 6 / c				
B.4	CA.1 CA.4	1.6 2.5		CA / I.. / 9-12 / 6 / c				
B.5	CA.1 CA.4	1.6 2.5		CA / I.. / 9-12 / 6 / c				
B.6	CA.1 CA.4	1.6 2.5		CA / I.. / 9-12 / 6 / c				
B.7	CA.1 CA.4	1.6 2.5		CA / I.. / 9-12 / 6 / c				
C.1	CA.3 CA.6	2.5 3.3		CA / I.. / 9-12 / 1 / d				
C.2	CA.3 CA.6	2.5 3.3		CA / I.. / 9-12 / 1 / d				
C.3	CA.3 CA.6	2.5 3.3		CA / I.. / 9-12 / 1 / d				
C.4	CA.3	2.5		CA / I.. / 9-12 / 1 / d				

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
	CA.6	3.3						
D.1	CA.1	2.2		CA / II.. / 9-12 / 4 / g				
	CA.2			CA / II.. / 9-12 / 4 / h				
	CA.3			CA / II.. / 9-12 / 6 / b				
D.2	CA.1	2.2		CA / I.. / 9-12 / 98 / #				
	CA.2							
	CA.3							
D.3	CA.1	2.2		CA / I.. / 9-12 / 98 / #				
	CA.2							
	CA.3							
D.4	CA.1	2.2		CA / I.. / 9-12 / 98 / #				
	CA.2							
	CA.3							
D.5	CA.1	2.2		CA / I.. / 9-12 / 98 / #				
	CA.2							
	CA.3							
E.1	CA.1	1.4	MA / I.. / 9-12 / 2 / e	CA / I.. / 9-12 / 6 / a				
	MA.1	1.5	MA / IV.. / 9-12 / 2 / d	CA / II.. / 9-12 / 3 / a				
		2.1		CA / II.. / 9-12 / 3 / c				
		2.5		CA / II.. / 9-12 / 6 / b				
		2.6		CA / III.. / 9-12 / 4 / a				
		4.5		CA / IV.. / 9-12 / 3 / a				
				CA / IV.. / 9-12 / 3 / b				
				CA / IV.. / 9-12 / 3 / c				
				CA / IV.. / 9-12 / 3 / I				
E.2	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
E.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						

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Keyboarding and Keyboard Applications

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.1						
		2.5						
		2.6						
		4.5						
E.4	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
E.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
E.6	CA.1	1.4		CA / I.. / 9-12 / 1 / b				
	CA.3	1.7		CA / II.. / 9-12 / 1 / a				
	CA.4	1.8		CA / II.. / 9-12 / 3 / b				
	CA.5	2.1		CA / IV.. / 9-12 / 3 / a				
		2.2						
		2.5						
E.7	CA.1	1.4		CA / I.. / 9-12 / 1 / c				
	CA.3	1.8		CA / I.. / 9-12 / 3 / a				
	CA.4	2.7		CA / I.. / 9-12 / 3 / c				
	CA.5			CA / I.. / 9-12 / 4 / b				
F.1	CA.1	1.4	MA / I.. / 9-12 / 2 / e	CA / I.. / 9-12 / 6 / a				
	MA.1	1.5	MA / IV.. / 9-12 / 2 / d	CA / II.. / 9-12 / 3 / a				
		2.1		CA / II.. / 9-12 / 3 / c				
		2.5		CA / II.. / 9-12 / 6 / b				
		2.6		CA / III.. / 9-12 / 4 / a				
		4.5		CA / IV.. / 9-12 / 3 / a				
				CA / IV.. / 9-12 / 3 / b				
				CA / IV.. / 9-12 / 3 / c				

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
F.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
F.4	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
F.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
F.6	CA.1	1.4		CA / I.. / 9-12 / 1 / b				
	CA.3	1.7		CA / I.. / 9-12 / 2 / a				
	CA.4	1.8		CA / I.. / 9-12 / 2 / b				
	CA.6	2.1		CA / I.. / 9-12 / 3 / b				
		2.5		CA / II.. / 9-12 / 3 / a				
		4.5		CA / II.. / 9-12 / 4 / a				
		4.6		CA / II.. / 9-12 / 6 / *				
				CA / IV.. / 9-12 / 1 / a				
F.7	CA.1	1.4	MA / I.. / 9-12 / 2 / e	CA / I.. / 9-12 / 6 / a				
	MA.1	1.5	MA / IV.. / 9-12 / 2 / d	CA / II.. / 9-12 / 3 / *				
		2.1		CA / II.. / 9-12 / 6 / b				
		2.5		CA / III.. / 9-12 / 4 / a				
		2.6		CA / IV.. / 9-12 / 3 / a				
		4.5		CA / IV.. / 9-12 / 3 / b				
				CA / IV.. / 9-12 / 3 / c				
				CA / IV.. / 9-12 / 3 / f				

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Keyboarding and Keyboard Applications

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
F.8	CA.1	1.4		CA / I.. / 9-12 / 1 / b				
	CA.3	1.7		CA / I.. / 9-12 / 2 / a				
	CA.4	1.8		CA / I.. / 9-12 / 2 / b				
	CA.6	2.1		CA / I.. / 9-12 / 3 / b				
		2.5		CA / II.. / 9-12 / 3 / a				
		4.5		CA / II.. / 9-12 / 4 / a				
		4.6		CA / II.. / 9-12 / 6 / *				
F.9	CA.1	1.4	MA / I.. / 9-12 / 2 / e	CA / I.. / 9-12 / 1 / b		SS / II.E / 9-12 / 1 / b		
	CA.4	1.7	MA / IV.. / 9-12 / 2 / d	CA / I.. / 9-12 / 2 / a		SS / II.E / 9-12 / 1 / e		
	MA.1	1.8		CA / I.. / 9-12 / 2 / c				
	SS.5	2.3		CA / I.. / 9-12 / 3 / b				
		2.5		CA / I.. / 9-12 / 3 / f				
		4.5		CA / II.. / 5-8 / 6 / a				
		4.6		CA / II.. / 9-12 / 6 / a				
		4.7		CA / II.. / 9-12 / 6 / b				
				CA / III.. / 9-12 / 1 / i				
				CA / IV.. / 9-12 / 1 / e				
				CA / IV.. / 9-12 / 3 / f				
G.1	CA.1	1.4	MA / I.. / 9-12 / 2 / e	CA / I.. / 9-12 / 6 / a				
	MA.1	1.5	MA / IV.. / 9-12 / 2 / d	CA / II.. / 9-12 / 3 / a				
		2.1		CA / II.. / 9-12 / 3 / c				
		2.5		CA / II.. / 9-12 / 6 / b				
		2.6		CA / III.. / 9-12 / 4 / a				
		4.5		CA / IV.. / 9-12 / 3 / a				
				CA / IV.. / 9-12 / 3 / f				
G.2	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
G.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		2.5 2.6 4.5						
G.4	CA.1 MA.1	1.4 1.5 2.1 2.5 2.6 4.5	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
H.1	CA.1 MA.1	1.4 1.5 2.1 2.5 2.6 4.5	MA / I.. / 9-12 / 2 / e MA / IV.. / 9-12 / 2 / d	CA / I.. / 9-12 / 6 / a CA / II.. / 9-12 / 3 / a CA / II.. / 9-12 / 3 / c CA / II.. / 9-12 / 6 / b CA / III.. / 9-12 / 4 / a CA / IV.. / 9-12 / 3 / a CA / IV.. / 9-12 / 3 / f				
H.2	CA.1 MA.1	1.4 1.5 2.1 2.5 2.6 4.5	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
H.3	CA.1 MA.1	1.4 1.5 2.1 2.5 2.6 4.5	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
H.4	CA.1 MA.1	1.4 1.5 2.1 2.5 2.6 4.5	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				

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Competency Profile Date: 1990

Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
H.5	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
H.6	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	MA.1	1.5						
		2.1						
		2.5						
		2.6						
		4.5						
I.1	CA.3	2.6		CA / I.. / 9-12 / 2 / c		SS / II.D / 9-12 / 2 / d		
	SS.4	4.7				SS / II.D / 9-12 / 2 / e		
						SS / II.D / 9-12 / 2 / n		
I.2	CA.1	1.4		CA / I.. / 9-12 / 2 / a				FA / IV.A / 9-12 / 6 / a
	CA.4	1.8		CA / I.. / 9-12 / 2 / c				
	FA.4	2.1		CA / I.. / 9-12 / 2 / e				
		2.2		CA / I.. / 9-12 / 3 / a				
		2.5		CA / I.. / 9-12 / 3 / b				
		2.6		CA / II.. / 9-12 / 3 / a				
		2.7		CA / II.. / 9-12 / 3 / c				
		4.4		CA / II.. / 9-12 / 4 / a				
		4.5		CA / II.. / 9-12 / 4 / b				
		4.8		CA / II.. / 9-12 / 4 / e				
				CA / II.. / 9-12 / 4 / h				
				CA / II.. / 9-12 / 6 / *				
I.3	CA.1	1.4	MA / I.. / 9-12 / 98 / #	CA / I.. / 9-12 / 98 / #				
	CA.4	1.8						
	FA.4	2.1						
		2.2						
		2.5						
		2.6						
		2.7						

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
		4.4						
		4.5						
		4.6						
1.4	CA.1	1.8		CA / I.. / 9-12 / 2 / b		SS / II.D / 9-12 / 2 / d		
	CA.4	2.5		CA / I.. / 9-12 / 3 / b		SS / II.D / 9-12 / 2 / e		
	SS.4	2.6		CA / I.. / 9-12 / 3 / c		SS / II.D / 9-12 / 2 / n		
		2.7		CA / II.. / 9-12 / 3 / c				
		4.4		CA / II.. / 9-12 / 6 / *				
		4.8						

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Competency Profile Date: 1990

NOTES: Students should have an understanding of basic math competencies, such as adding, subtracting, multiplying, dividing, reading, writing, and pronouncing whole numbers, fractions, decimals, and percents. They should be able to perform common conversions with mixed numbers (e.g., convert fractions to decimals, convert percents to fractions) and to compute averages. Computer skills are also helpful when using this profile. Duty bands and competencies do not need to be taught in any particular order. Some duty bands and competencies can be integrated and taught together. Team teaching is encouraged. Competencies completed will depend on the length of the course. The code in parentheses is the competency identification number used in computerized management systems. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Mathematics in Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.1	CA.3	1.2	MA / IV.. / 9-12 / 3 / d	CA / I.. / 9-12 / 2 / c			HP / I.B / 9-12 / 5 / a	
		1.4		CA / I.. / 9-12 / 2 / e				
		4.8						
A.2		1.7		CA / II.. / 9-12 / 6 / a		SS / I.E / 9-12 / 99 / j		
		2.2						
A.3	MA.1	1.6	MA / IV.. / 9-12 / 1 / a					
		3.3						
A.4	MA.1	1.7	MA / III.. / 9-12 / 1 / a					
		3.5						
A.5	MA.1	1.4	MA / I.. / 9-12 / 4 / a	CA / III.. / 9-12 / 1 / d	SC / I.A / 9-12 / 1 / a	SS / IV.D / 9-12 / 2 / e		
	SC.7	1.5	MA / I.. / 9-12 / 4 / c	CA / III.. / 9-12 / 1 / e		SS / IV.D / 9-12 / 2 / f		
		1.6	MA / I.. / 9-12 / 4 / d	CA / III.. / 9-12 / 1 / f		SS / IV.D / 9-12 / 2 / g		
		1.7	MA / I.. / 9-12 / 4 / e	CA / III.. / 9-12 / 1 / g		SS / IV.D / 9-12 / 2 / h		
		1.8		CA / III.. / 9-12 / 1 / h				
		1.10		CA / III.. / 9-12 / 1 / i				
		2.1		CA / III.. / 9-12 / 1 / j				
		2.2						
		2.7						
		3.2						
		3.3						
		3.4						
		3.5						
		3.6						
		3.7						
		3.8						
A.6	CA.4	2.1	MA / II.. / 9-12 / 1 / c	CA / II.. / 9-12 / 6 / a				
		2.2	MA / II.. / 9-12 / 1 / d					
		2.3	MA / II.. / 9-12 / 1 / e					
		4.1	MA / II.. / 9-12 / 1 / f					
			MA / II.. / 9-12 / 1 / h					

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Competency Profile Date: 1995

Mathematics in Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
A.7	CA.6	2.3	MA / I.. / 9-12 / 4 / a	CA / III.. / 9-12 / 1 / b				
	MA.1	3.2	MA / I.. / 9-12 / 4 / c	CA / III.. / 9-12 / 1 / d				
		3.3		CA / III.. / 9-12 / 1 / e				
		3.6		CA / III.. / 9-12 / 1 / g				
		3.8						
		4.6						
B.1	CA.1	1.10	MA / II.. / 9-12 / 1 / d	CA / II.. / 9-12 / 6 / a				
		2.2	MA / II.. / 9-12 / 1 / h	CA / II.. / 9-12 / 6 / b				
		2.6						
B.2	CA.1	1.10	MA / IV.. / 9-12 / 3 / c	CA / II.. / 9-12 / 6 / a				
		2.6						
B.3		2.5	MA / IX.. / 9-12 / 2 / *				HP / IV.D / 9-12 / 1 / a	
B.4	MA.1	1.10	MA / IV.. / 9-12 / 3 / *					
B.5	MA.5	1.8	MA / VIII.. / 9-12 / 1 / *					
B.6	MA.1	3.6	MA / I.. / 9-12 / 4 / d					
B.7	MA.1	3.6	MA / I.. / 9-12 / 4 / d					
B.8	CA.1	1.10	MA / IV.. / 9-12 / 3 / c	CA / II.. / 9-12 / 6 / a				
		2.6						
B.9	MA.1	3.6	MA / I.. / 9-12 / 4 / d					
B.10	CA.1	1.2	MA / VII.. / 9-12 / 4 / a	CA / I.. / 9-12 / 3 / *				
	MA.1	1.6						
	MA.3	1.8						
		3.6						
		3.8						
B.11	MA.1	3.6	MA / I.. / 9-12 / 4 / d					
B.12	CA.1	1.2	MA / VII.. / 9-12 / 4 / a	CA / I.. / 9-12 / 3 / *				
	MA.1	1.6	MA / X.. / 9-12 / 3 / h					
	MA.3	1.8						
		3.6						
		3.7						
		3.8						

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Mathematics in Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
B.13	MA.1	1.4 1.10	MA / I.. / 9-12 / 2 / d					
B.14	MA.1 MA.4	1.10	MA / VII.. / 9-12 / 4 / c					
B.15	CA.6 MA.6	1.4 1.8 2.1	MA / II.. / 9-12 / 2 / d					
B.16	MA.1	3.8 4.1	MA / IV.. / 9-12 / 3 / d					
C.1	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
C.2	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
C.3	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
C.4	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
C.5	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
C.6	HP.2 MA.1	4.5	MA / IV.. / 9-12 / 3 / d			SS / II.D / 9-12 / 1 / *	HP / II.D / 9-12 / 1 / *	
C.7	MA.1	1.10	MA / IV.. / 9-12 / 3 / d					
C.8	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
C.9	MA.1	1.10 3.2	MA / X.. / 9-12 / 3 / h		SC / I.A / 9-12 / 4 / a			
C.10	CA.3 MA.1	1.2 1.6 1.8 1.10 3.8	MA / I.. / 9-12 / 4 / d	CA / I.. / 9-12 / 3 / f		SS / II.D / 9-12 / 2 / f		
C.11	MA.3	1.3 3.8	MA / VII.. / 9-12 / 4 / a					
C.12	CA.3 MA.1 MA.3	1.5 1.8 3.8	MA / VII.. / 9-12 / 4 / a	CA / I.. / 9-12 / 3 / f				

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Mathematics in Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies •	Health / Physical Education	Fine Arts
C.13	CA.3	1.5	MA / VII.. / 9-12 / 4 / a	CA / I.. / 9-12 / 3 / 1				
	MA.1	1.8						
	MA.3	3.8						
C.14	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
		4.2						
		4.3						
C.15	MA.1	4.2	MA / IV.. / 9-12 / 3 / d					
		4.4						
C.16	MA.1	4.2	MA / IV.. / 9-12 / 3 / d					
		4.4						
D.1	CA.1	1.4	MA / II.. / 9-12 / 4 / d	CA / III.. / 9-12 / 1 / *	SC / I.A / 9-12 / 1 / a			
	CA.3	1.7						
	CA.4	1.8						
	CA.5	2.1						
	CA.6	2.3						
	MA.1	2.7						
	MA.3	3.1						
	SC.8	3.4						
		3.6						
		3.7						
		3.8						
		4.1						
		4.5						
D.2	MA.1	1.5	MA / VII.. / 9-12 / 4 / a					
	MA.3	1.7						
		3.8						
D.3	MA.1	1.10	MA / I.. / 9-12 / 4 / d			SS / I.D / 9-12 / 4 / k		
		3.8						
		4.7						
D.4	MA.1	4.2	MA / IV.. / 9-12 / 3 / d					
		4.4						
D.5	MA.1	1.8	MA / VII.. / 9-12 / 4 / a					
	MA.3							

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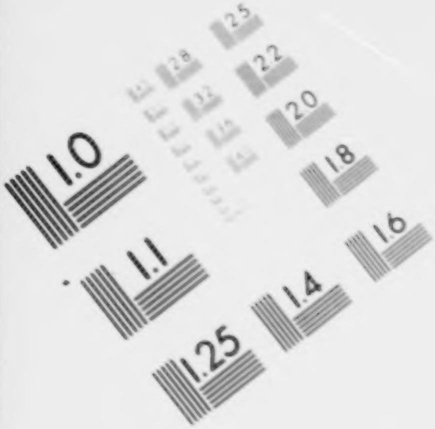
Competency Profile Date: 1995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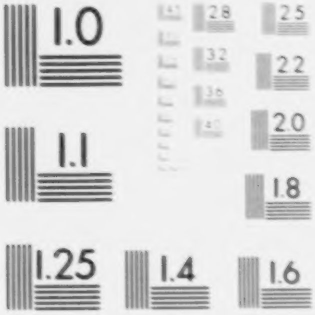
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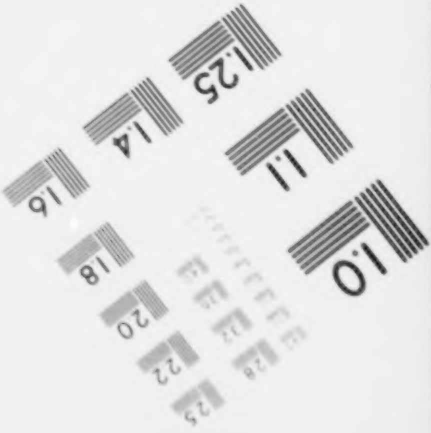
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Mathematics in Business

Cross-Reference to Show-Me Standards (main report)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)	Math	Communication Arts	Science	Social Studies	Health / Physical Education	Fine Arts
D.6	MA.1	1.10	MA / I.. / 9-12 / 4 / d					
D.7	MA.3	1.7 3.5 3.8	MA / VII.. / 9-12 / 2 / g MA / VII.. / 9-12 / 2 / h					
D.8	CA.6 SC.8	3.7 4.1 4.3 4.7	MA / X.. / 9-12 / 4 / *	CA / IV.. / 9-12 / 1 / g	SC / II.A / 9-12 / 1 / a			
E.1	MA.1	1.6 1.10	MA / IV.. / 9-12 / 3 / d MA / V.. / 9-12 / 2 / c					
E.2	CA.3 HP.6 MA.3 SC.8 SS.4 SS.5	1.1 1.2 1.6 1.7 1.8 1.9 1.10 4.3	MA / VII.. / 9-12 / 4 / a	CA / I.. / 9-12 / 1 / b	SC / VIII.A / 9-12 / 3 / a SC / VIII.A / 9-12 / 3 / b	SS / II.D / 9-12 / 4 / f	HP / III.D / 9-12 / 1 / a	
E.3	MA.2	1.10	MA / VI.. / 9-12 / 1 / i					
E.4	MA.2	1.10	MA / VI.. / 9-12 / 1 / i					
E.5	MA.2	1.10	MA / VI.. / 9-12 / 1 / i					

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Competency Profile Date: 1995

Unit Title: **Processing Payroll**
Competency Profile: Accounting I (1991)
Instructor(s) name: Gay Holman
Grade level: 11-12
Teaching time frame: 2-5 days

Rationale: Students will demonstrate--and integrate across content areas of social studies and math--the ability to apply acquired information, ideas, and skills to different contexts as students, workers, citizens, and consumers. (1.10) Students will demonstrate--and integrate across content areas of social studies and math--the ability to use technological tools to exchange information and ideas. (2.7) Students will acquire a solid foundation that includes economic concepts; knowledge of relationship of the individual and groups to institutions and cultural traditions; knowledge of the use of tools of social science inquiry; knowledge of addition, subtraction, multiplication, and division and other number sense, including numeration and estimation; the application of these operations and concepts in the workplace and other situations; and data analysis, probability and statistics.

Unit description: The integration of accounting payroll procedures and concepts with the mathematical computation and historical aspects of labor, including laws and taxes.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
G1. Define terminology related to processing payroll. G2. Prepare employee/employer payroll forms. G3. Complete time cards. G4. Complete payroll register. G5. Maintain employees' earning records. G6. Record payroll transaction. G7. Record employer's payroll taxes transaction.	*Social Studies* **SS/II.B/9-12/4** What moral, ethical, and legal obligations do people have toward one another in groups and society? How may membership in different groups lead to conflicting obligations? **SS/II.D/9-12/2** How is people's behavior affected by economic conditions? (Such conditions may include relative difference among: prices and quality of goods and services; wages of different jobs; interest rates charged on loans; interest rates paid on savings accounts, and probable risks with regard to profit-making enterprises.) **SS/III.A/9-12/1** What factors shape the *public agenda* and *public opinion*? How do/should they influence political events and developments? **SS/III.A/9-12/5** How do events and developments within and with other nations affect political issues and politics in the United States?	*Mathematics* **MA/V/9-12/1** Addition, subtraction, multiplication, and division with real numbers. **MA/V/9-12/2** Numbers and their relationships can be represented in multiple forms. **MA/V/9-12/3** The appropriate use of technology. **MA/V/9-12/4** That data can be organized in many forms.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
	SS/III.C/9-12/1 What is the chronological sequence of events we are studying? How do the events relate to one another? **SS/III.D/9-12/2** What short- and long-term consequences will likely result from economic decisions or economic decision patterns of individuals, businesses, or governments? What are the opportunity costs of decisions to consume, save, or invest in human or capital resources? **SS/III.D/9-12/6** How are government policies and economic conditions affecting one another?	

Instructional activity name: History, economic implications, and compilation of payroll/employment compensation.
Description: Payroll procedures, history of payroll deductions, economic impact of payroll.

Materials/resources required:
Accounting I: textbook and workbook chapters on payroll procedures, calculators, transparency of: W-4 form, payroll register, and employee's earning record.
Practical Math: copies of time cards, withholding charts for federal and state income taxes, calculators, blank checks/stubs.
Social Studies: textbook information on labor laws, start of Social Security and Medicare programs, learning packet from the Social Security Administration that contains a video, lesson plans, handouts, etc.

Specific directions for organizing and conducting activity:
For accounting and practical math classes, invite a payroll clerk to be a guest speaker.
Accounting students will read chapter on payroll. Students will complete drills and problems contained in the workbook.
Practical Math students will be introduced to the employment chapter. Time cards will be analyzed and calculated for total regular hours and pay, total overtime hours and pay, and total hours and pay. Using the federal and state withholding tables, students will determine the amount to be withheld from paychecks. Using calculators, students will calculate the percentage of gross pay, from which Social Security (currently 6.2%) and Medicare (currently 1.45%) will be withheld. Students will total all deductions. Total deductions will be subtracted from total pay to determine net pay. Students will correctly fill out the stubs and payroll checks.
Social Studies students will be return to the 1930s time frame. Students will investigate child labor laws, minimum wage, and the advent of Social Security. Students will view the video on Social Security and will analyze the impact of Social Security/Medicare on their lives, our political system, and what they think will happen in the future. Invite someone from Social Security/Medicare to be a guest speaker.

Assessment procedures/criteria: Accounting I students will pass with 80% accuracy the problem test on payroll chapters.
Assessment for math and social studies students will be determined by their teachers. (Examples could be: correctly calculate time card; correctly fill out a check and stub; create a time line of changes in Social Security and minimum wage; write an analysis paper on the trend of Social Security and/or Medicare.)

Unit Title: **Consumer Protection**
Competency Profile: Business and Personal Law (1993)
Instructor(s) name: Pat Dittman
Grade level: 11-12
Teaching time frame: 2-3 weeks

Rationale: Students will demonstrate within and integrate across content areas of social studies and communication arts the ability to apply acquired information, ideas, and skills to different contexts as students, workers, citizens, and consumers.

Unit description: Students will trace the historical development of a government agency or law and then report on a current case involving that law or agency (e.g. anti-trust laws, FDA, OSHA, etc.)

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
B7. Determine agencies that provide consumer protection information B8. Identify laws that afford consumer protection	*Social Studies* **SS/I.D/9-12/5/d, g** Why and how do governments impose regulations on businesses? How should various regulations be evaluated? Comprehend various sources of information. Organize data, information, and ideas into useful form for analysis and presentation. **SS/IV.D/9-12/3/d-f, l** How do government programs, taxes, and regulations affect options of men, women, families of different social classes, businesses, communities, and regions? Similarly, how do decisions of other organizations affect people's lives? What issues are being debated in this area? How should those issues be analyzed and resolved in specific cases? Use technological tools and other resources to locate different sources of information. Comprehend and interpret sources, such as books, news media, economic statistics, graphs, charts, and direct observations. Evaluate the accuracy of information and the reliability of sources. Analyze the duties and responsibilities of individuals in society as they make economic decisions.	*Communication Arts* **CA/I/9-12/1/c** Read, view, listen to, and evaluate written, visual and oral communications.

Instructional activity name: Consumer Protection--Government

Description: Students will research the purpose and history of various governmental agencies and then select a current issue involving the agency and write a report.

Materials/resources required: Computers; library resources such as newspapers, magazines, and the Internet

Specific directions for organizing and conducting activity:
Business Law: Students will be introduced to the various governmental agencies and laws affecting consumers and study the purpose of each.
Social Studies: Students will trace the history of regulatory agencies or laws (FDA, OSHA, anti-trust laws, etc.) and discuss their impact on our lives and the economy.
Communications: Students will research a current case involving a governmental agency or law that protects consumers (e.g., FDA bans a drug, or the Microsoft anti-trust case) and write a report or give an oral presentation. The report should explain the issue, the parties involved and the action taken by the federal agency or court.

Assessment procedures/criteria: The written and/or oral report will be evaluated with a rubric.

Unit Title:	**Exploring Criminal Law**
Competency Profile:	Business and Personal Law (1993)
Instructor(s) name:	Tyne Rabourn
Grade level:	11-12
Teaching time frame:	3 hours of class time
Rationale:	Students will explore the correlation between punishment and frequencies of crimes in cities of like sizes in America and other countries.
Unit description:	Contrast penalties associated with misdemeanors and felonies in cities of like sizes in various countries.

Competencies (Tasks)	**Frameworks (To Know and To Do)**	**Frameworks (To Know and To Do)**
D4. Contrast penalties associated with misdemeanors and felonies.	***Communication Arts*** **CA/II/9-12/2/a** Create print and nonprint communications to demonstrate understanding of information and ideas. Formulate and support a thesis or hypothesis. **CA/II/9-12/5** Participate in informal presentations and discussions.	***Social Studies*** **SS/I.A/9-12/2/b** What are essential characteristics of limited and unlimited governments? What importance do rule of law, *civil society*, political freedom, and economic freedom have under those systems? Conduct research, including *field inquiries*, to answer questions and evaluate information and ideas. **SS/I.B/9-12/4/c** What social problems have governance systems tried to resolve? What have been the results of their efforts? How should those results be judged? Use technological and other resources to locate information.
	Mathematics **MA/III/9-12/1/a** Information may be organized in a variety of forms to look for patterns and relationships. Make and test conjectures. **MA/VI/9-12/1/d** Structures of geometric and measurement systems. Deduce properties of, and relationships between, figures from given assumptions.	

Instructional activity name: Correlation of Consequences with Frequency of Misdemeanor in Other Cultures.
Description: Students will identify a misdemeanor or felony and investigate the punishment applied in other countries.
Materials/resources required: Computer, Internet access, word processing and spreadsheet software.

Specific directions for organizing and conducting activity:
Students will:

1. Choose (or draw, or be given--depending on composition of the class) a specific misdemeanor or felony.
2. Define and determine what constitutes that particular misdemeanor or felony.
3. Determine the occurrences in the previous year in the America and contrast it with a country from the Near East, Far East and Europe (e.g., Springfield, Mo.; Kyoto, Japan; Shiraz, Iran; and Lucerne, Switzerland).
4. Determine the punishment for that particular crime in each locale.
5. Prepare a two-page (minimum) comparison and contrast report on findings.
6. Graph results of findings.
7. Report findings to the entire class in an oral report.
8. *Decide* if there appears to be a correlation between crimes and punishment of the crime.
9. Determine *if* the statement, "It's not the *severity* of the punishment but the *certainty* of the punishment that deters crime" is true.

Assessment procedures/criteria:
The unit will be assessed:

Research	25 points
Report	25 points
Graphs	25 points
Comprehensive Exam	75 points

Unit Title: **Business Etiquette**
Competency Profile: Business Communications (1993)
Instructor(s) name: Donna Robart
Grade level: 10-12
Teaching time frame: 3 weeks

Rationale: All students should learn about business etiquette. They will probably be involved in business meals and banquet planning sometime in their lives.

Unit description: Students will plan and serve a banquet using proper business etiquette.

Competencies (Tasks)	Frameworks (To Know and To Do)
L4. Demonstrate business etiquette.	***Mathematics*** **MA/I/9-12/4/d, e** Mathematical problem-solving strategies can apply to all disciplines and real-world problems. Apply the process of mathematical modeling to real-world problem situations. Analyze, evaluate, and reflect upon the process(es) used in solving problems.

Instructional activity name: Business etiquette and meal planning
Description: Students will plan and serve a banquet using proper business etiquette.
Materials/resources required: Food, table service, food preparation utensils, calculators

Specific directions for organizing and conducting activity:

1. Business technology, tech prep math, and FACS students will discuss and practice restaurant etiquette, table manners, and tipping.
2. Basic components of a nutritionally balanced meal will be discussed with all three groups.
3. Business technology students will be responsible for creating invitations, making place cards, designing the menu, and setting the table.
4. FACS students will be responsible for deciding on the menu, purchasing the groceries, and preparing the food.
5. Tech prep math students will be responsible for converting recipes and determining the quantity of food to be purchased. They will also determine the meal cost per student and the total cost of the meal.
6. All students will apply proper etiquette skills in the service and consumption of the meal.

Assessment procedures/criteria:
Participation rubric

Title: **Consumer Economics/Choices**
Competency Profile: Business Economics (1995)
Instructor(s) name: Sally Lillard
Grade level: 10-12
Teaching time frame: 20-45 minutes

Rationale: To forewarn students of the effects of current financial choices.

Unit description: Prepare students to recognize opportunity costs and rewards of choices made within the high school time frame. Relate concepts to short-term and long-term goals.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
B2. Determine trade-offs and opportunity costs (e.g., utility functions). B3. Identify consumption factors affecting supply and demand (e.g., consumer preferences, elasticity, substitution). B4. Evaluate consumption factors affecting supply and demand (e.g., consumer preferences, elasticity, substitution).	*Communication Arts* **CA/I/9-12/1/b** Read, view, listen to, and evaluate written, visual and oral communications. Make connections to previously read or viewed material or to real situations. **CA/I/9-12/3/a-f** Process, organize and evaluate information and ideas. Establish criteria for analyzing resources by identifying purpose and intended audience. Select useful ways to organize materials. Summarize or paraphrase information presented in a variety of communications. Evaluate materials for faulty reasoning, biases and propaganda. Identify similarities, differences, repetition and inaccuracies in data collected. Draw conclusions and form opinions based on data collected.	*Social Studies* **SS/III.D/9-12/1/a** What factors are contributing/may contribute to changes in the demand, supply, and prices of specific goods and services? What are likely consequences of those changes? Develop questions to initiate research and make plans for how to investigate those questions.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
	CA/I/9-12/6/c, d Apply information, ideas, processes and skills learned in the study of communication arts to new situations and tasks. Predict outcomes, anticipate consequences, make judgments and adjust personal opinions based on new knowledge. Provide support for observations and opinions. **CA/II/9-12/2/a** Create print and nonprint communications to demonstrate understanding of information and ideas. Formulate and support a thesis or hypothesis.	

Instructional activity name: The Greatest Reward
Description: On a personal level, evaluate a school-related opportunity and determine if the demand justifies the cost.
Materials/resources required: Price lists or a product sample in relation to the offered opportunity (examples: senior pictures/photography package prices, yearbook and current price, organization dues, etc.)

Specific directions for organizing and conducting activity:
Define opportunity costs as the best alternate use of required funds.

Students shall do a critique of the latest school yearbook in a class discussion and/or written format. For homework, they will create a personalized opportunity cost sheet identifying product value (current and long term).

Enrichment: Expand choices to include school-related expenses for a given year--sophomore, junior, or senior. Evaluate choices and consequences/opportunity costs, as well as feasible substitutions (e.g., personal videotape of classmates at school instead of a yearbook).

Assessment procedures/criteria: Students are assessed based on the criteria on the following page.

"The Greatest Reward" grading scale (Business Economics)

	Exemplary	Good	Poor/Biased
I. Product perception A. Product knowledge 1. Purpose 2. Quality/specifics 3. Market value B. Substitute product(s)	+1	3	-1
II. "Personal" product costs A. Reward 1. Short-term 2. Long-term B. Opportunity cost 1. Short-term 2. Long-term	+1	3	-1
III. Decision	+1	3	-1
IV. Personal evaluation of activity	+1	1	-1

Grading starts at Good, which totals ten. Exemplary and Poor/Biased columns are adjusted higher or lower based on the Good value. Good would total 9 if a previous internal portion and/or part IV were omitted.

Exemplary and Poor/Biased columns require a teacher's note on individual students' papers.

A Poor rating in any area is due to grammar, sentence structure, word choice, or logic. Good ratings have minor corrections noted and Exemplary ratings have no improvements to suggest.

Scale:		
	10+	A
	9	B
	8	C
	7	C-
	6	D
	5	F

Unit Title: **International Business**
Competency Profile: Business Management (1993)
Instructor(s) name: Mila Lowry
Grade level: 11-12
Teaching time frame: 3-5 days

Rationale: The students will become more aware of cultures in other parts of the world.

Unit description: The International Business Unit will be integrated through the Business Management class, the Family and Consumer Science class, math and social studies departments.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
B11. Work appropriately with multicultural diversity (i.e., men and women of all ages from a variety of ethnic, social, and educational backgrounds).	*Social Studies* **SS/I.E/9-12/1** How do *nation-state* governments relate to state or provincial governments within their borders in *confederal systems, federal systems,* and *unitary systems*? What are the advantages and disadvantages of these *political systems*? **SS/II.A/9-12/3** What major social policy issues confront this and other societies and impact upon politics? What factors complicate simple resolution of those issues? How might the issues be resolved? **SS/II.B/9-12/1** How does getting older pose opportunities and challenges for individuals and give rise to social issues? How do individuals form into groups to address challenges they face? **SS/II.B/9-12/7** What consequences follow if a social institution becomes dysfunctional in meeting human needs? How well are a society's institutions fulfilling their social functions?	

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
	SS/II.D/9-12/2 How is people's behavior affected by economic conditions? (Such conditions may include relative differences among: prices and quality of goods and services; wages of different jobs; interest rates charged on loans; interest rates paid on savings accounts, and probable risks with regard to profit-making enterprises.) **SS/II.D/9-12/9** How can changing economic conditions in one nation affect economic conditions in other nations? **SS/II.E/9-12/1** How do *geographic factors* affect the characteristics of a *culture*? **SS/II.E/9-12/6** How may cultural regions be compared to one another? What issues, crises, and opportunities do regions face?	

Instructional activity name: International Business
Description: Combining business, family and consumer sciences, math, and social studies classes together
Materials/resources required: Internet, Atlas

Specific directions for organizing and conducting activity:
Research in all classes
Business and social studies - page 1
FACS - Research food, figure amount of food needed, prepare food.
Math - Figure money exchanges, consumer skills could also be applied.

Assessment procedures/criteria:
Students will be assessed by essay questions and applying what they learn.

Unit Title: **Infusion for Employment--Computer Skills, Communication, Social Studies, and Health/PE**
Competency Profile: Business Technology (1994)
Instructor(s) name: Marie Toms
Grade level: 12
Teaching time frame: 4-5 weeks

Rationale: Apply and experience the relevance of computers, communication, social studies and health/PE skills.

Unit description: Career Management/Job Description Manual

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
F1. Analyze business careers. F2. Prepare a career development plan (i.e., goals, self improvement, continuing education, advancement). F6. Select and research a potential employer. F14. Describe rights and responsibilities of employees and employers. F17. Describe performance evaluation instruments.	***Communication Arts*** **CA/I/9-12/1** Read, view, listen to, and evaluate written, visual and oral communications. **CA/I/9-12/6** Apply information, ideas, processes and skills learned in the study of communication arts to new situations and tasks.	***Social Studies*** **SS/I.D/9-12/1/d** How do *traditional, market, command*, and *mixed economic systems* answer basic economic questions: What shall be produced? How? For whom? How are those questions answered in the United States and other nations? Comprehend various sources of information. **SS/II.D/9-12/2** How is people's behavior affected by economic conditions? (Such conditions may include relative differences among: prices and quality of goods and services; wages of different jobs; interest rates charged on loans; interest rates paid on savings accounts, and probable risks with regard to profit-making enterprises.) **SS/II.E/9-12/4** How is a person's personal and cultural identity influenced by where he or she lives?
	Health Education/Physical Education **HP/I.A/9-12/3** Media, culture, technology and medical research impact and influence current health knowledge, behavior, and practices.	

Instructional activity name: Career Management/Job Description Manual
Description: The student will infuse computer, communication, social studies, and health/physical education skills.
Materials/resources required:

1. Presentation software to integrate academics into employment
2. Job description manual samples
3. Language arts teacher to reinforce writing process
4. MLA or other stylebook
5. Social studies teacher for the economics overview of the company
6. Health/P.E. teacher to teach safety, job analysis, effectiveness of the floor plan, office exercises, and productivity-increasing fitness
7. Color printer, card stock paper, binding machine

Specific directions for organizing and conducting activity: Research, develop, and write a publishable job description manual on a specific job in a career cluster. The manual will include the following week-long sections:

1. Overview of the occupational field/career cluster, duties and responsibilities, required training and/or experience, salary ranges and career opportunities
2. Overview of the company, brief history, products and/or services, organizational charts and policies
3. Job analysis, qualifications, tasks, procedures, responsibilities, equipment used, terminology and effectiveness of floor plan
4. Reaction to job experience, employee evaluation process, reaction to co-worker and supervisor relationship, and benefits gained through job experience

Discuss the relevance of the manual ("Why do I need to learn this and where will I ever use it in my life?"). Introduce and display sample manuals. Discuss and brainstorm career choices. Bring in the language arts teacher to explain and demonstrate the writing process. Schedule two days in the career room and two days in the library. Use classroom resources, such as the *Occupational Outlook* handbook, CD-ROMs, Career Choices software, career videos and the Internet. Also, students can ask family and friends for sample job descriptions, phone employers for information, and set up and conduct interviews with employers. Bring in the social studies teacher for a 15-minute presentation on how to write an overview of the company. Invite the health/PE teacher for a presentation on safety, job analysis, effectiveness of the floor plan, office exercises and productivity-increasing fitness.

Assessment procedures/criteria: Verify format of report, evaluate peer editors' comments, use a rubric for each section of the manual's four parts as well as for the entire completed manual.

Unit Title: **Courtwarming Programs**
Competency Profile: Computer Business Applications (1994)
Instructor(s) name: Terri Jungers
Grade level: 11-12
Teaching time frame: 1 week

Rationale: There is an ever-increasing need for knowledgeable employees in the field of desktop publishing.

Unit description: Courtwarming/Basketball Homecoming programs will be manually designed by advanced art students and computer-generated and mass-produced by computer applications students.

Competencies (Tasks)	Frameworks (To Know and To Do)
G3. Place preformatted text (word processing document). G4. Place graphics (i.e., clip art, scanned file, paint/draw file). G5. Enhance publications (i.e., fonts, justification). G6. Design and create publications (i.e., newsletters, brochures).	***Fine Arts*** **FA/IV.B/9-12/3** Know how to communicate in various visual, oral, and written formats. **FA/IV.D/9-12/1/e** Know how to employ two- and three-dimensional processes at a more sophisticated level. Use a variety of techniques (drawing, computers) that demonstrate the use of lines, shapes, and forms, and depict the illusion of depth (space).

Instructional activity name: Courtwarming program design and production
Description: Advanced art students will be able to showcase their work after computer applications students produce the programs.
Materials/resources required: Art supplies, layout software (e.g., PageMaker), art manipulation software (e.g., PhotoShop)

Specific directions for organizing and conducting activity:
Advanced art students will design a cover for the annual courtwarming. Working jointly, art students and computer applications students will scan (or create) the design using art manipulation software. Computer applications students will complete the program's layout using page layout software. The program will include activities, candidates, and key people involved, including the art and computer applications students. Application students will also be responsible for mass production of programs.

Assessment procedures/criteria:
A rubric will be designed to evaluate overall visual effect and proper English content.

Title: **International Business Resources**
Competency Profile: International Business (1994)
Instructor(s) name: Arlene Broeker
Grade level: 11-12
Teaching time frame: 1-2 weeks for entire activity

Rationale: Students will gather activities and business practices in an international business setting through international information resources and computer research (Internet, international databases).

Unit description: Students will identify and access international information resources, then utilize those to conduct searches for international business topics.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
D4. Identify local international information resources. D5. Access national and international resources utilizing computer and print media (i.e., Internet, international databases, local libraries).	***Social Studies*** **SS/II.D/9-12/3/c** How have changes in production technologies affected demand for natural, human, and capital resources? Use technological tools and other resources to locate, select, and organize information.	***Communication Arts*** **CA/I/9-12/2/c** Locate and gather information and ideas. Conduct searches using a variety of technologies and resources.
	Science **SC/II.A/9-12/1/a** Social and economic forces, such as personal values, consumer acceptance, patent laws, the federal budget, current regulations, media attention, and economic competition strongly influence the direction of progress of science and technology. Progress in science and technology, on the other hand, often results in many ethical, legal, and public policy issues. Discuss the scientific, technological, and political aspects of major challenges to society. Describe how each of these aspects influences public policy formulation in dealing with the challenges.	

Instructional activity name: International Business Informational Resources
Description: Students will identity local international information resources and access those resources to conduct searches for information regarding production technologies and social and economic forces.
Materials/resources required: Library resources (print media) and computer resources (Internet, international databases)

Specific directions for organizing and conducting activity:
Communication Arts—Students should use available resources to conduct searches to identify local international information resources. Once identified, students should access national international resources utilizing computer and print media to conduct searches using a variety of technologies and resources available. Each student should prepare a report of his/her findings to use with further research in international business.

Social Studies—Students should continue to use available resources to locate, select and organize information about how changes in production technologies affect demand for natural, human, and capital resources. Each student should use the resources identified in Communication Arts and expand his/her report to include new findings in production technologies and other research findings.

Science—Students should expand their use of available resources to research the impact of science, technology and human activity on resources and the environment. Issues such as current regulations, economic competition, and other factors that influence the science and technology's progress could be pursued. Each student should add to his/her previous report, then use the material for class discussion on topics such as the scientific, technological, and political aspects of major challenges to society, or ethical, legal, and public policy issues found in international business.

As a concluding activity, instructors may want to consider a presentation by business people involved in international trade, which could consist of a panel of speakers or group discussion on topics included in the research. Other activities could include arranging for students to interview business people or arrange for worksite visits or mentorships. For this activity, instructors should contact local businesses involved in international trade, including large companies and banks that have international divisions and small business firms that are involved in importing and exporting products. Chambers of Commerce or international trade associations can provide lists of members for appropriate contacts.

Assessment procedures/criteria: Students will submit a written report on their activities and/or make an oral presentation to the class; evaluation is based on a rubric.

Title: **International Finance**
Competency Profile: International Business (1994)
Instructor(s) name: Arlene Broeker
Grade level: 11-12
Teaching time frame: Student groups will meet weekly for one semester and prepare written and oral reports at the end of the semester.

Rationale: Students will demonstrate within and integrate across content areas of social studies and communication arts the ability to apply acquired information, ideas, and skills to different contexts as students, workers, citizens, and consumers.

Unit description: Students will monitor the exchange rate of the currency in a specific country for one semester and identify and discuss the factors that influence and/or change economic conditions that affect international trade.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
G7. Explain how currency exchange rates affect international trade.	***Social Studies*** **SS/II.D/9-12/9/k** How can changing economic conditions in one nation affect economic conditions in other nations? Predict consequences of people's economic behavior, and assess costs, benefits, and other consequences.	***Communication Arts*** **CA/II/9-12/3/c** Create print and nonprint communications for various audiences and for a variety of purposes. Communicate effectively in a variety of real or simulated workplace situations.

Instructional activity name: International Finance
Description: Students will develop an understanding of how political and economic environments impact the value of the U.S. dollar relative to other currencies.
Materials/resources required: Bulletin board or materials for wall charts that can be maintained for the semester. Students should have access to current periodicals, newspapers, etc., and/or computer/Internet access.

Specific directions for organizing and conducting activity:
Social Studies—Students will work in small groups and choose a country to follow its currency for the semester. A bulletin board or wall chart should be utilized to track the changes in the value of the U.S. dollar relative to the currencies of the countries chosen by the students. Each week, students should calculate and plot the value of the currency based on information in current periodicals, newspapers, news reports or computer/Internet research. Information could also be obtained from embassies, international banks, or other sources. Within the group, student discussion should analyze what factors or events influenced the currency value to change. Members of the group should maintain notes or a journal of weekly discussions about what they believe to have influenced the changes.

Communication Arts—At the end of the semester, students groups will prepare a final written report and oral presentation to the class summarizing their analysis of the changes that influenced the valuation of the currency of the country they chose. The report should address how currency exchange rates affected international trade, specifically the trade between their chosen country and the United States for the period (semester).

Assessment procedures/criteria: Evaluation of the written report and oral presentation should be based on a rubric.

Title: **International Marketing**
Competency Profile: International Business (1994)
Instructor(s) name: Arlene Brocker
Grade level: 11-12
Teaching time frame: 1-2 weeks

Rationale: Students will demonstrate the ability to conduct research to answer questions and evaluate information and ideas, then organize data, information and ideas into useful forms for presentation.

Unit description: Students will select a product that could be marketed in a selected international business environment, research that country's culture, and plan a marketing campaign.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
E4. Analyze marketing strategies.	***Communication Arts*** **CA/III/9-12/4/e** Analyze and solve problems involved in creating their own written, oral and visual communications. Assess and evaluate how cultural and societal differences/similarities affect problems and proposed solutions.	***Social Studies*** **SS/III.D/9-12/1/b, g** What factors are contributing/may contribute to changes in the demand, supply, and prices of specific goods and services? What are likely consequences of those changes? Conduct research, including surveys and *field inquiries*, to answer questions, discover patterns and relationships, and evaluate information and ideas. Apply economic concepts and principles and other acquired information and skills to different contexts in everyday life.

Instructional activity name: International Marketing
Description: Students will gain knowledge of international marketing challenges through the use of research tools and their knowledge of marketing strategies applied to specific international situations.
Materials/resources required: Materials for the marketing campaign presentation may include written materials and/or visuals, based on the resources available to the student. Students may use resources in the library (print media) or computer/Internet to research the country selected for the marketing campaign.

Specific directions for organizing and conducting activity:
Social Studies—Students should choose a product they feel could be marketed in a selected international business environment, then research that country's culture and plan a marketing campaign for the product. In preparing the campaign, students should consider the country's business environment, structure of business ownership, human resources, customs, natural resources, languages, and general legal and business practices.

Communication Arts—Students should prepare a marketing presentation that includes written, oral, and visual communication, and may include a multimedia presentation.

Assessment procedures/criteria: A rubric should be developed to evaluate the completeness and appropriateness of the marketing campaign.

Unit Title: **Economic Systems**
Competency Profile: Introduction to Business (1992)
Instructor(s) name: Carolyn Vargas
Grade level: 9
Teaching time frame: 5 class periods

Rationale: Students will examine different economic systems and compare them with the economic system in the U.S. This information will be the foundation for future business practices in both the worker and citizen roles.

Unit description: Learn about different systems, how they work, where they are, and basic principles of them.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
A4. Identify economic systems A5. Explain features of market economy A10. Distinguish between world and domestic trade	***Social Studies*** **SS/I.B/9-12/1/k** What are common characteristics of all governance systems? Plan and make written, oral, and visual presentations. **SS/I.D/9-12/1/b, i** How do *traditional, market, command, and mixed economic systems* answer basic economic questions: What shall be produced? How? For whom? How are those questions answered in the United States and other nations? Conduct research to answer questions and evaluate information and ideas. Plan and write written, oral, and visual presentations.	***Communication Arts*** **CA/I/9-12/1/b** Read, view, listen to, and evaluate written, visual, and oral communications. Make connections to previously read or viewed material or to real situations.

Instructional activity name: Economic Systems Group Project
Description: Research/oral report
Materials/resources required: Textbook, newspapers, Internet, computer, presentation software, overhead

Specific directions for organizing and conducting activity:
Use textbook to identify different types of economic systems.
Form groups and designate each group a different economic system to research. Groups will research: how their particular system works, what country or countries use this system, and what are the basic principles.
Groups will use presentation software or overhead transparencies to display their outline for the oral report.
Groups will present their findings to class using presentation software or transparencies.

Assessment procedures/criteria:
Students will be assessed using a rubric.

Unit Title: **Exploring a Career/Preparing Reports**
Competency Profile: Keyboarding and Keyboarding Applications (1991)
Instructor(s) name: Amy Schupp
Grade level: 9-12
Teaching time frame: 1-2 weeks

Rationale: In order to make wise career choices, students need to explore various careers of interest to them.

Unit description: Students will explore a career and write a short report regarding that career.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
F2. Format an unbound one-page report. I1. Identify careers requiring keyboarding skills.	*Communication Arts* **CA/I/9-12/2/c** Locate and gather information and ideas. Conduct searches using a variety of technologies and resources. **CA/II/9-12/2/b-e, h** Create print and nonprint communications to publish or formally present information and ideas. Use a variety of technologies to produce communications for different audiences and purposes. Evaluate and revise communications after considering audience feedback. Edit and proofread their own communications to meet conventional standards. Revise their own communications for clarity. Set goals for improving future communications. **CA/II/9-12/6/b** Demonstrate proficiency in speaking and writing standard English. Consult sources (such as dictionaries, spell checkers and handbooks) to increase accuracy in spelling, usage, punctuation and mechanics.	*Social Studies* **SS/II.D/9-12/2** How is people's behavior affected by economic conditions? (Such conditions may include relative differences among: prices and quality of goods and services; wages of different jobs; interest rates charged on loans; interest rates paid on savings accounts, and probable risks with regard to profit-making enterprises.)

Instructional activity name: Exploring a Career/Preparing Reports
Description: Students will explore a career, then write and keyboard an unbound report regarding that career.
Materials/resources required: Computer, word processing software, career search software, Internet access

Specific directions for organizing and conducting activity:

1. Students will choose and research a career using a variety of technologies. They should locate the following information: job duties and skills, earning potential, educational requirements, promotional opportunities, probability of getting hired, and job security.
2. Students will discuss the economic impact of various careers in their economics class.
3. Students will write a formal report with their English teacher's guidance.
4. Students will use proper format to keyboard the unbound report in their keyboarding class.

Assessment procedures/criteria:
Students will be assessed on correct report format and above directions, using a rubric.

Unit Title: **Global Awareness**
Competency Profile: Mathematics in Business (1995)
Instructor(s) name: Amy Schupp and Arlene Broeker
Grade level: 10-12
Teaching time frame: 3-5 class sessions

Rationale: Students from the disciplines involved in this project will meet to select the countries to be included in the comparison (e.g., U.S., Mexico, Canada).

Unit description: Increase students' global awareness by incorporating information from science, social studies, and health/physical education in order to compare/contrast the cost of living and standard of living in the United States with other countries.

Competencies (Tasks)	Frameworks (To Know and To Do)	Frameworks (To Know and To Do)
E2. Compare/contrast the cost of living and standard of living in the United States with other countries.	*Mathematics* **MA/VII/9-12/4/a** The process required to analyze and present data. Interpret and summarize data from charts, tables, and graphs that appear in real-world situations.	*Communication Arts* **CA/I/9-12/1/b** Read, view, listen to, and evaluate written visual and oral communications. Make connections to previously read or viewed material or to real situations.
	Science **SC/VIII.A/9-12/3/a, b** Increased demand for natural resources requires global cooperation and long-term planning to ensure the resource needs of successive generations will be met. Compare the use of natural resources in developing countries to the use in industrialized nations. Discuss how technology has provided a more efficient use of resources and extended their availability.	*Social Studies* **SS/II.D/9-12/4/f** Why and how do individuals, businesses, and nations strive to increase productivity? What are the benefits, costs, and risks in specific cases? Use economic information, concepts, and principles to analyze events in everyday life locally and in other places.
	Health Education/Physical Education **HP/III.D/9-12/1/a** Preservation of a healthy environment includes individual responsibility, societal commitment, government regulations, and health advocacy for the monetary, reporting and prevention of potential environmental hazards. Examine ways that individuals, communities, and state and federal government cooperate to promote environmental health.	

Instructional activity name: Compare/Contrast the Cost of Living and Standard of Living in the United States With Other Countries

Description: Increase students' global awareness by incorporating information from science, social studies, and health/physical education in order to compare/contrast the cost of living and standard of living in the United States with other countries.

Materials/resources required: Library resources (print media) and computer resources (Internet, international databases)

Specific directions for organizing and conducting activity:

1. Students in science, social studies, and health/physical education will gather information according to the framework statement (within the scope of the project) and prepare an oral presentation. Ideally, reports from these three areas could be presented in a panel forum and shared with students in mathematics, communication arts, and business education.
2. Students in mathematics (or mathematics in business) classes will interpret data from the oral presentation and identify data/information to compare and contrast, then prepare appropriate charts, tables, and graphs.
3. Students in communication arts will listen to and discuss the oral presentation and prepare a written report.
4. Business students can be involved by enhancing the written report to include text enhancements and appropriate charts, tables, and graphs.
5. (optional) Dance(s) from the countries included could be given when the final report is shared with the group.

Assessment procedures/criteria:

A rubric could be developed for the entire project to include the oral presentation given by students in science, social studies, and health/PE; the data presented in charts, tables, graphs (math), the written report (communication arts) and completed report (business). The final report should be shared with all students involved, perhaps in a group forum.

	Oral presentation	Data presentation	Written report	Completed report
Exceptional ______ (__ points possible)				
Adequate ______ (__ points possible)				
Poor ______ (__ points possible)				
Not completed				

BUSINESS EDUCATION

65-1102-I
Mini Report

Missouri's Show-Me Standards and Vocational Education Competencies

Cross Reference

(Mini Report, September 1997)

Foreword

This database documents the common ground that has existed for years between academic skills and vocational competencies. It is intended to be ***"a model,"*** not *"the model,"* of how vocational and academic educators can work together to strengthen foundation skills needed by students in K-12 grades.

Both components of the Show-Me Standards--knowledge (content) and performance (process)--have been cross-referenced to the vocational competency lists included in this database, as have many Curriculum Frameworks statements.

Because most vocational program are taught in the 9-12th grade levels, suggested academic knowledge and performance skills (Curriculum Frameworks) for **grades 9-12** have been used for this pilot project. The only exception is the Exploratory Family and Consumer Sciences course, which is taught in middle and junior high grades, and is therefore, cross-referenced to grades 5-8 Curriculum Frameworks.

Sample activities have been developed for most competency lists, also. The writers of these activities used the crosswalk information to develop actual, "real world" classroom activities that teach/reinforce academic *and* vocational concepts.

This project is intended to provide a **starting point** for school districts working on integrating academic and vocational skills, so customization of the crosswalk is highly encouraged. Both printed and electronic versions of the information are available from the Instructional Materials Laboratory. (See previous page for address and ordering information.) Initial data entry has been done in Microsoft *Access 2.0.*

Credits

This project, which was called "Vocational 21st Century Curriculum" during the development stage, has taken the dedication of **many individuals** to bring it this far. Without the following individual contributors, this work could not have been accomplished.

Project coordination, Instructional Materials Laboratory, UMC, Columbia, Mo.
Administration/vision
Phyllis Miller, Ph.D., and Harley Schlichting, Ph.D.
Coordination
Diane Davis
Group facilitation
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Editing
Rebecca "Becky" Tieman, Stacey Burns
Data entry
Marshall Simmons, Elizabeth "Liz" Savio, Katie Larson

Database design
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Funding and leadership, Department of Elementary and Secondary Education, Jefferson City, Mo.
Fred Linhardt, Vocational Planning and Evaluation Section
Delbert Lund, Vocational Planning and Evaluation Section
Russ McCampbell, Division of Vocational and Adult Education

Content specialists/activity writers

David Aderhold, (IE) Cabinetmaking
Mary Avery, (FACS) Core Employment Skills; Child Care Provider/Assistant
Francis Barnes, (IE) Auto Collision Technology
Ron Bays, (IE) Machine Tool Technology
Mary Beene, (FACS) Family and Consumer Sciences
Tom Benke, (IE) Commercial Art
Chuck Berendzen, (IE) Drafting
Harry Bertrand, (AG) Landscaping & Turf Management
Arlene Broeker, (BE) Mathematics in Business, International Business
Jane Brown, (ME) Marketing Education
Clara Burson, (FACS) Nutrition and Wellness
Shelley Campbell, Science
Dan Chappell, (AG) Horticulture; Greenhouse Operation & Management; Fish & Wildlife
Prentess Clifton, Sr., (IE) Diesel Mechanic
Ken Conaway, (IE) Graphic Communications/Printing
Linda Crumpacker, Math
Roger Day, (IE) Welding
Pat Dittman, (BE) Business & Personal Law
Robin Ferguson, (IE) Auto Mechanics
Tressia Fox, Social Studies
Pat Garrett, (FACS) Contemporary Living
Ken Garthe, (IE) Electronics
Vicki Garton, (FACS) Clothing & Textiles, Intermediate & Advanced
Michael George, (IE) Plumbing
Sara Gibb, (FACS) Child Development, Care & Guidance
Tim Gill, (IE) Welding
Jim Graham, (AG) Ag Management; Forest Mgmt.; Agribusiness
Nola 'Pinky' Gum, (FACS) Housing, Home Furnishings and Equipment
Joan Hansen, (FACS) Exploratory FACS
Harold Harden, (IE) Auto Collision Technology
Phyllis Hastings, (FACS) Family Living and Parenthood

Key to codes:
AG = Agriculture Education, BE = Business Education, FACS = Family and Consumer Science Education, ME = Marketing Education, IE = Industrial Education, IE-HO = Health Occupations

Diana Henry, (FACS) Industrial Sewing; Custom Sewing; Fashion Merchandising; Clothing & Textiles, Intermediate & Advanced
Raymond Herschleb, (IE) Masonry
Jonathan Hoer, (AG) Ag Science II
Gay Holman, (BE) Business Management; Accounting I and II
Terri Jungers, (BE) Computer Business Applications
Pat LaDuke, (FACS) Family and Individual Health
Sally Lillard, (BE) Business Economics
Mila Lowry, (BE) Business Management; Keyboarding and Keyboarding Applications
Pat McKee, (IE) Electrical Trades
Bob McNary, (AG) Ag. Marketing, Ag. Construction
Jack Miller, (IE) Machine Tool Technology
Milton Moore, (IE) Drafting
Stanley Moore, (IE) Building Trades
Barbara Mountjoy, (IE-HO) Health Care Assistant
Neil Preston, (IE) Electronics
Calvin Pyle, (AG) Ag Management
Tyne Rabourn, (BE) Business and Personal Law
Donna Robart, (BE) Business Communications
Mary Kay Robinson, (FACS) Custom Sewing; Industrial Sewing; Fashion Merchandising
Paul Santaularia, (IE) Culinary Arts
Sam Schulte, (IE) Auto Collision Technology
Amy Schupp, (BE) Mathematics in Business
James Scott, (IE) Commercial Art
Pat See, (IE) Cosmetology
Linda Siess, (IE) Cosmetology
Garry Sloan, (IE) Building Maintenance
Brenda Smith, (FACS) Family/Consumer Resource Management
Mike Smith, (IE) Auto Collision Technology
Teresa Stark, (IE) Culinary Arts
Marie Toms, (BE) Business Technology
Carolyn Vargas, (BE) Introduction to Business
Peggy White, Communication Arts
Dean Whitlow, (IE) Industrial Maintenance
Gay Wieland, (FACS) Family and Consumer Sciences; Exploratory FACS
Del Winston, (IE) AC/Heating & Refrigeration
Rick Witt, (ME) Marketing Education

Terms and Definitions

Like any other project, this one has its own language. Here's an explanation of the basic terms:

Framework: A state document that articulates benchmark statements for all grade ranges in six disciplines: communication arts, fine arts (comprised of dance, music, theatre and visual arts), health education/physical education, mathematics, science and social studies. Some disciplines address content statements (*to know*), others process statements (*to do*) and some do both. By examining the three-column landscape layout of each discipline, you can tell if there is a direct correlation between a *to know* and a *to do* statement (e.g., communication arts). The benchmark lists *to know* statements in the far left column, *to do* statements in the middle and offers sample activities in the far right column.

Outstanding Schools Act: This is the law that announced Missouri's Show-Me Standards and set the process in motion for creating the framework. The Act promotes higher standards in students' knowledge and performance.

Show-Me Standards: The Standards define what all Missouri students should know and be able to do upon graduation. It is divided into four performance goals and six knowledge standards. Because these Standards (73 total) have the force of law, all school districts must incorporate them into their curriculum.

Strand: Strands are general statements, written in Roman numerals, that organize each discipline within the framework (e.g., Problem Solving, Communication, Reasoning, Connections, etc.)

Competency List (August 5, 1997)

Agricultural Education

1.	Adv. Crop Production
#	Adv. Livestock Production
#	Agribusiness
2.	Agricultural Construction
3.	Agricultural Machinery
4.	Agricultural Management and Economics
5.	Agricultural Marketing
6.	Agricultural Power I
7.	Agricultural Power II
8.	Agricultural Science I
9.	Agricultural Science I Supplement
10.	Agricultural Science II
11.	Agricultural Structures I
12.	Agricultural Structures II
13.	Animal Science
14.	Fish and Wildlife Mgmt.
15.	Floristry
16.	Forest Mgmt.
17.	Food Science and Technology
18.	Greenhouse Operation and Mgmt.
19.	Horticulture
20.	Landscaping and Turf Mgmt.
*	Leadership I and II
*	Leadership and Personal Development for Advanced Students
21.	Processing and Marketing Forest Products
*	SAE (Supervised Agri. Experience) Program

Business Education

22.	Accounting I
23.	Accounting II
24.	Business and Personal Law
25.	Business Communications
26.	Business Economics
27.	Business Management
28.	Business Technology
29.	Computer Business Applications
★	Computer Programming
30.	International Business
31.	Introduction to Business
32.	Keyboarding and Keyboard Applications
33.	Mathematics in Business

Family and Consumer Sciences Education

34.	Child Care Provider/Assistant
35.	Child Development, Care and Guidance
36.	Clothing and Textiles, Intermediate
37.	Clothing and Textiles, Advanced
38.	Contemporary Living
39.	Core Employment Skills
40.	Custom Sewing
41.	Exploratory FACS
*	FACS Leadership, Change, Careers
42.	Family and Consumer Sciences
43.	Family/Consumer Resource Management
44.	Family/Individual Health
45.	Family Living and Parenthood
46.	Fashion/Fabric Consultant
★	Food and Nutrition - Interm. and Adv.
47.	Food Service Worker
★	Home Ec I and II
★	Home Management
48.	Housing, Home Furnishings and Equipment
49.	Industrial Sewing
50.	Nutrition and Wellness

Industrial Education

51.	AC, Heating and Refrigeration
52.	Auto Technology
53.	Auto Collision Technology
54.	Building Maintenance
55.	Cabinetmaking
56.	Carpentry
57.	Commercial Art
58.	Cosmetology
59.	Culinary Arts
60.	Diesel Mechanic
61.	Drafting
62.	Electrical Trades
63.	Electronics
64.	Graphic Communications/Printing
65.	Industrial Maintenance
*	Leadership (VICA)
66.	Machine Tool Technology
67.	Masonry
68.	Plumbing
69.	Small Engines
70.	Welding

Health Occupations

#	Administrative Med. Asst.
71.	Dental Aide
72.	Health Care Assistant (core competencies)
73.	Nurse Assistant/Aide
#	Pharmacy Aide
#	Physical Therapist Aide
#	Practical Nursing

Marketing Education

#	Cooperative Vocational Education
#	Entrepreneurship
#	Free Enterprise Economics
74.	Marketing Education
#	Supervisory Management

★ = Obsolete

= By design, not included in crosswalk/database project

* = "Across-the-board" competencies

Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A 1: Define terminology related to accounting careers	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
A 2: Describe occupational opportunities in accounting	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
A 3: Identify accounting employment requirements and responsibilities	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace
A 4: Identify career advancement opportunities in accounting	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace
A 5: Identify trends in accounting and related careers	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas

KEY:
* = may use all "to do" statements
# = same Frameworks as previous competency
98 = same Frameworks as previous competency
99 = "to know" statements may not be applicable

Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace
B.1 Define accounting concepts	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
B.2 Apply business entity	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements
B.3 Apply going concern	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements

Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B 4: Apply accounting period cycle	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements
B 5: Apply objective evidence	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements
B 6: Apply realization of revenue	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions

KEY:
* = may use all "to do" statements
# = same Frameworks as previous competency
98 = same Frameworks as previous competency
99 = "to know" statements may not be applicable

Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B 7: Apply unit of measurement	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B 8: Apply matching expense with revenue	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources

KEY:
* = may use all "to do" statements
98 = same Frameworks as previous competency
# = same Frameworks as previous competency
99 = "to know" statements may not be applicable

Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B.9: Apply historical cost	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions

KEY:		
	* = may use all "to do" statements	# = same Frameworks as previous competency
	98 = same Frameworks as previous competency	99 = "to know" statements may not be applicable

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B.10: Apply adequate disclosure	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B.11: Apply consistent reporting	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences

KEY:
* = may use all "to do" statements
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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C 5: Prepare beginning balance sheet for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
C 6: Open general ledger accounts for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
C 7: Record and post opening entry for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures

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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
C 8: Record transactions in the journal for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
C 9: Post transactions to the general ledger for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.10: Complete an eight-column worksheet for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
C.11: Prepare an income statement for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.12: Prepare a balance sheet for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
C.13: Record and post adjusting entries for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
C.14: Record and post closing entries for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
C 15: Prepare a post-closing trial balance for a sole proprietorship	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
D 1: Define terminology related to banking records	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works

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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	
D.2: Prepare signature card	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
D.3: Complete deposit form	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
D.4: Write checks	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts

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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
D.5: Maintain checkbook register	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
D.6: Endorse checks	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
D.7: Reconcile a bank statement	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
D.8: Record entries related to banking activities	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.1: Define terminology related to a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
E.2: Record transactions in an expanded journal for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.3: Record purchases transactions for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Competency Profile Date: 1991

Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E 4: Record cash payments transactions for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E 5: Record sales transactions for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E.6: Record cash receipts transactions for a partnership	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.7: Open subsidiary ledgers for a partnership	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.8: Post to general and subsidiary ledgers for a partnership	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.9: Complete supporting schedules for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E.10: Complete an eight-column worksheet for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E.11: Prepare an income statement for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E.12: Prepare a balance sheet for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E.13: Prepare a distribution of net income statement for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E.14: Prepare a capital statement for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E 15: Record and post adjusting entries for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E 16: Record and post closing entries for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Accounting I

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.17: Prepare a post-closing trial balance for a partnership	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F.1: Define terminology related to accounting in a corporation	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
F.2: Record and post transactions in sales journal (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.3: Record and post transactions in purchases journal (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F.4: Record and post transactions in general journal (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.5: Record and post transactions in cash receipts journal (corp)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F.6: Record and post transactions in cash payments journal (corp)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F.7: Record bad debts expense/direct write-off method (corp)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F 8: Record bad debts expense/allowance method (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F 9: Calculate depreciation (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.8: Assess costs, benefits and other consequences of proposed solutions 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.10: Maintain plant assets records (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
F.11: Record plant assets and depreciation transactions (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F.12: Record notes receivable and notes payable transactions (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F.13: Record adjustments for accrued revenue and expenses (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F.14: Complete an eight column worksheet (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.15: Prepare an income statement (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F.16: Prepare a stockholders' equity statement (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

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Competency Profile Date 1991

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F 17: Prepare a balance sheet (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F 18: Record and post adjusting entries (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F 19: Record and post closing entries (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F 20: Prepare a post-closing trial balance (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
G 1: Define terminology related to processing payroll	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
G 2: Prepare employee/employer payroll forms	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
G.3: Complete time cards	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
G.4: Complete payroll register	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.5: Maintain employees' earnings records	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
G.6: Record payroll transaction	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Accounting I

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G 7: Record employer's payroll taxes transaction	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
H 1: Complete a manual accounting simulation	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Competency Profile Date: 1991

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
H 2: Complete an automated accounting simulation	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
I 1: Define terminology used with automated accounting procedures	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
I 2: Build general ledger, vendor and customer master files (automated)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements

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Accounting I

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
1.3: Perform account classification maintenance (automated)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures
1.4: Complete journal entries input forms (automated)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
1.5: Key enter data (automated)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
1.6: Print financial reports (automated)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		4.8: Explore, prepare for and seek educational and job opportunities

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Define terminology related to accounting	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
A.2: Describe occupational opportunities in accounting	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
A.3: Identify accounting employment requirements and responsibilities	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace
A.4: Identify career advancement opportunities in accounting	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace
A.5: Identify trends in accounting and related careers	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace
B.1 Define accounting concepts	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
B.2 Apply business entity	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements
B.3 Apply going concern	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B 4 Apply accounting period cycle	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements
B 5 Apply objective evidence	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements
B 6 Apply realization of revenue	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B.7: Apply unit of measurement	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B.8: Apply matching expense with revenue	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B 9: Apply historical cost	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B 10: Apply adequate disclosure	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B 11: Apply consistent reporting	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B.12: Apply materiality	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions 4.8: Explore, prepare for and seek educational and job opportunities
C.1: Define terminology related to ownership	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
C.2: List advantages and disadvantages of ownership	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	
D 1: Define terminology for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1 1: Develop questions and ideas to initiate and refine research 1 5: Comprehend and evaluate written, visual and oral presentations and works
D 2: Record and post transactions in special journals for departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1 4: Use technological tools and other resources to locate, select and organize information 1 6: Discover and evaluate patterns and relationships in information, ideas and structures 1 8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1 10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2 5: Perform or produce works in the fine and practical arts 3 1: Identify problems and define their scope and elements 4 8: Explore, prepare for and seek educational and job opportunities
D 3: Calculate and record departmentalized payroll data	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1 4: Use technological tools and other resources to locate, select and organize information 1 6: Discover and evaluate patterns and relationships in information, ideas and structures 1 8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1 10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2 5: Perform or produce works in the fine and practical arts 3 1: Identify problems and define their scope and elements 4 8: Explore, prepare for and seek educational and job opportunities

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Accounting II

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D 4: Calculate depreciation for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.8: Assess costs, benefits and other consequences of proposed solutions 4.8: Explore, prepare for and seek educational and job opportunities
D 5: Maintain plant asset records for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
D 6: Prepare an interim statement of gross profit for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D.7: Prepare a worksheet for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
D.8: Prepare a departmentalized statement of gross profit	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D.9: Prepare an income statement for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
D.10: Prepare a statement of stockholders' equity for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D 11: Prepare a balance sheet for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
D 12: Record and post adjusting entries for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D 13 Record and post closing entries for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
D 14 Prepare a post closing trial balance for a departmentalized business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Competency Profile Date: 1991

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E 1: Define terminology for accounting in a corporation	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
E 2: Record transactions for forming a corporation	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E 3: Record transactions to acquire additional capital (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E 4: Complete an eight column worksheet (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E 5: Prepare an income statement (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E 6: Prepare a statement of stockholders' equity (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E 7: Prepare a balance sheet (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
E 8: Record and post adjusting entries (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.9: Record and post closing entries (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E.10: Prepare a post closing trial balance (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Accounting II

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
E 11: Record transactions for declaring and paying dividends (corp)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
F 1: Define terminology	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
F 2: Prepare inventory records	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F 3: Prepare a budgeted income statement with supporting schedules	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F 4: Prepare a cash budget with supporting schedules	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F.5: Calculate the contribution margins and breakeven points	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F.6: Prepare a comparative income statement	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F.7: Prepare a comparative statement of stockholders' equity	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F.8: Prepare a comparative balance sheet	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
F.9: Determine favorable and unfavorable trends	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
G.1: Define terminology related to cost accounting	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works

Accounting II

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	
G 2: Record and post direct and indirect expense transactions	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
G 3: Prepare a cost accounting worksheet	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.4: Prepare an income statement using cost accounting records	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
G.5: Prepare departmental margin statements using cost accounting records	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

Accounting II

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.6: Prepare materials, cost, and finished goods ledger using cost accounting records	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
G.7: Record transactions to show the costs flow through each phase of the manufacturing process	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
G.8: Prepare a cost accounting worksheet	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
G.9: Prepare a statement of cost of goods manufactured	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.10: Prepare interim financial statements using cost accounting	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities
G.11: Prepare a balance sheet using cost accounting records	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.8: Explore, prepare for and seek educational and job opportunities

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Competency Profile Date: 1991

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
H.1: Complete a manual accounting simulation	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
H.2: Complete an automated accounting simulation	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
1.1: Define terminology used with automated accounting procedures	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
1.2: Build general ledger, vendor and customer master files (automated)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements
1.3: Perform account classification maintenance (automated)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures
1.4: Complete journal entries input forms (automated)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
I.5 Key-enter data (automated)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
I.6 Print financial reports (automated)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
J.1 Define terminology related to spreadsheets	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works
J.2 Key-in and justify row and column labels	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
J.3 Key-in cell values	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
J.4: Edit cells	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
J.5: Create formulas using cell references	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
J.6: Copy cell values and formulas	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
J.7: Use relative and absolute cell references	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities
J.8: Modify existing spreadsheet	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

Accounting II

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
J.9: Design and complete spreadsheet files	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 3.1: Identify problems and define their scope and elements 4.8: Explore, prepare for and seek educational and job opportunities

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NOTES: The code in brackets is the competency identification number used in computerized management systems. This competency profile is designed for a year long course. Selections would need to be made for a semester course. These competencies may be incorporated in other courses as appropriate.

Business and Personal Law

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Identify the need for laws (A001)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States
A.2: Trace the development of the legal system (A002)	SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
A.3: Trace the process of appeal from the lower court to the Supreme Court (A003)	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.3: principles and processes of governance systems	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.4: Evaluate the processes used in recognizing and solving problems
A.4: Describe administrative, judicial, and legislative branches of the legal system (A004)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SS.3: principles and processes of governance systems	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.4: Evaluate the processes used in recognizing and solving problems
A.5: Compare and contrast federal, state, and local court systems (A005)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States

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Business and Personal Law

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.6: Define case, statutory, administrative, and legislative laws (A006)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.4: Evaluate the processes used in recognizing and solving problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
A.7: Investigate careers in the legal field (A007)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
A.8: Identify impact of technology on the legal system (A008)	SC.8: impact of science, technology and human activity on resources and the environment SS.2: continuity and change in the history of Missouri, the United States and the world	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 3.1: Identify problems and define their scope and elements 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.1: Justify the importance of knowing the law (B001)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.1: Develop questions and ideas to initiate and refine research 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
B.2: Explain why ignorance of the law is not an adequate defense (B002)	CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.6: discrete mathematics (such as graph theory, counting techniques, matrices)	3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
B.3: Compare and contrast ethics, morals, and laws (B003)	CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.6: Discover and evaluate patterns and relationships in information, ideas and structures

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Business and Personal Law

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 3.6: Examine problems and proposed solutions from multiple perspectives 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.4: Classify the rights and responsibilities of citizenship (B004)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
B.5: Classify the rights and responsibilities of non-citizens (B005)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
B.6: Explain rights and responsibilities of welfare recipients (B006)	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 4.3: Analyze the duties and responsibilities of individuals in societies
B.7: Determine agencies that provide consumer protection information (B007)	HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.3: Analyze the duties and responsibilities of individuals in societies

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Business and Personal Law

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B.8 Identify laws that afford consumer protection (B008)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.2: Conduct research to answer questions and evaluate information and ideas 3.1: Identify problems and define their scope and elements
B.9 Identify the need for bankruptcy laws (B009)	SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	3.4: Evaluate the processes used in recognizing and solving problems 3.8: Assess costs, benefits and other consequences of proposed solutions
B.10 Justify the need for different types of insurance (life, medical, automobile, etc.) (B010)	HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
B.11 Describe rights and responsibilities of an employee (B011)	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.8: Explore, prepare for and seek educational and job opportunities
B.12 Describe rights and responsibilities of an employer (B012)	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace

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Business and Personal Law

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
B.13: Explain benefits of estate planning (power of attorney, wills, trusts, living wills, right to die, etc.) (B013)	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.3: Analyze the duties and responsibilities of individuals in societies
C.1: Differentiate between juvenile justice system and adult system (C001)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.3: Analyze the duties and responsibilities of individuals in societies
C.2: Identify rights and responsibilities of minors in the home (C002)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
C.3: Identify rights and responsibilities of minors in the school (C003)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
C.4: Identify rights and responsibilities of minors on the job (C004)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
C.5: Identify rights and responsibilities of adopted children (C005)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
C.6: Identify children's rights after a divorce (C006)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
C.7: Identify rights and responsibilities of emancipated minors (C007)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies

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Business and Personal Law

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D.1: Define criminal law (D001)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
D.2: Identify common crimes (D002)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
D.3: Distinguish between a misdemeanor and a felony (D003)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.3: Analyze the duties and responsibilities of individuals in societies
D.4: Contrast penalties associated with misdemeanors and felonies (D004)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.3: Analyze the duties and responsibilities of individuals in societies
D.5: Define fraud, extortion, arson, embezzlement, computer crimes, and larceny (D005)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
D.6: Describe the purpose of Statute of Frauds (D006)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures
E.1: Define tort law (E001)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
E.2: Describe common torts (E002)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
E.3: Differentiate between assault and battery (E003)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
E.4: Distinguish between slander and libel (E004)	SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
E.5: Explain penalties associated with torts (E005)	SS.2: continuity and change in the history of Missouri, the United States and the world SS.6: relationships of the individual and groups to institutions and cultural traditions	3.1: Identify problems and define their scope and elements 3.4: Evaluate the processes used in recognizing and solving problems

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem
E.6: Develop a plan to manage conflicts (E006)	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
F.1: Explain importance of a contract in today's society (F001)	SS.6: relationships of the individual and groups to institutions and cultural traditions	3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.4: Evaluate the processes used in recognizing and solving problems 4.3: Analyze the duties and responsibilities of individuals in societies
F.2: Describe essential elements of a contract (F002)	SS.6: relationships of the individual and groups to institutions and cultural traditions	3.1: Identify problems and define their scope and elements 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 4.3: Analyze the duties and responsibilities of individuals in societies
F.3: Identify types of consideration necessary for a valid contract (F003)	SS.6: relationships of the individual and groups to institutions and cultural traditions	3.1: Identify problems and define their scope and elements 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 4.3: Analyze the duties and responsibilities of individuals in societies
F.4: Identify types of contracts (F004)	SS.6: relationships of the individual and groups to institutions and cultural traditions	3.1: Identify problems and define their scope and elements 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 4.3: Analyze the duties and responsibilities of individuals in societies
F.5: Define valid, void, and voidable contracts (F005)	SS.6: relationships of the individual and groups to institutions and cultural traditions	3.1: Identify problems and define their scope and elements 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems

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Business and Personal Law

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(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.4: Evaluate the processes used in recognizing and solving problems 4.3: Analyze the duties and responsibilities of individuals in societies
F.6: Interpret effects of a contract on a minor (F006)	SS.6: relationships of the individual and groups to institutions and cultural traditions	3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 4.3: Analyze the duties and responsibilities of individuals in societies
F.7: Describe characteristics of a bailment (F007)	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.1: Explain reasoning and identify information used to support decisions
F.8: Describe responsibilities of parties involved in bailment (F008)	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.1: Explain reasoning and identify information used to support decisions
F.9: Define a negotiable instrument (commercial paper, checks, certificates of deposit, etc.) (F009)	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures
F.10: Distinguish between real and personal property (F010)	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures
F.11: Describe legal aspects of a real estate transaction (F011)	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources
F.12: Compare rights and responsibilities of landlords and tenants (F012)	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 4.3: Analyze the duties and responsibilities of individuals in societies
F.13: Describe the legal aspects of a marriage contract (F013)	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
F.14: Explain effects of a breach of contract (F014)	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies
G.1: Identify need for legal assistance (G001)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States
G.2: Determine sources for legal advice (law library, lawyers, paralegals, free legal services, Better Business Bureau, etc.) (G002)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources
G.3: Identify the criteria for selecting an attorney (G003)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 3: principles and processes of governance systems	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives' 4.3: Analyze the duties and responsibilities of individuals in societies
G.4: Develop a plan for securing appropriate legal assistance (G004)	SS 3: principles and processes of governance systems	1.1: Develop questions and ideas to initiate and refine research 1.7: Evaluate the accuracy of information and the reliability of its sources 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.3: Analyze the duties and responsibilities of individuals in societies 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
H.1: Compare and contrast the American legal system with systems in other countries (H001)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
H.2: Describe how foreign and international laws impact our economy (H002)	SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.3: Design and conduct field and laboratory investigations to study nature and society 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.1: Identify problems and define their scope and elements
H.3: Describe citizens' rights when traveling or living abroad (H003)	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.3: principles and processes of governance systems	1.1: Develop questions and ideas to initiate and refine research 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.3: Analyze the duties and responsibilities of individuals in societies

NOTES: This competency profile is designed for a semester course. These competencies may be incorporated in other courses as appropriate. The code in brackets is the competency identification number used in computerized management systems. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Business Communications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A 1: Demonstrate noun-verb agreement (A001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
A 2: Use correct pronouns (A002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
A 3: Use correct adverbs and adjectives (A003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
B 1: Use commonly confused words and terms (B001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
B 2: Use abbreviations and acronyms (B002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
B 3: Utilize sources to verify accuracy (spell checker,dictionary, etc.) (B003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

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Business Communications

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.1: Use periods, question marks, exclamation marks, and commas (C001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
C.2: Use commas, semi-colons, dashes, and parentheses (C002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
C.3: Use apostrophes and quotation marks (C003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
C.4: Use hyphens in compound adjectives and word divisions (C004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
D.1: Capitalize words according to position in sentence and usage (D001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
D.2: Capitalize proper nouns (D002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

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Business Communications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E.1: Use words when expressing numbers at the beginning of a sentence, ordinary numbers 10 or less, etc. (E001)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.2: Use figures when expressing money, phone numbers, percentages, weights and measures, etc. (E002)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.1: Follow multistep written directions in proper sequence (F001)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
F.2: Comprehend the main idea, relevant details, facts, and specifications in written documents (F002)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
F.3: Locate, read, and interpret written technical material, including manuals, graphs, illustrations, and schedules (F003)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
G.1: Construct complete sentences (G001)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures
G.2: Organize ideas and develop paragraphs around topic sentences (G002)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures

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Business Communications

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.3: Use parallel construction (G003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures
G.4: Compose business correspondence (letters, memos, reports, etc.) (G004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.2: Review and revise communications to improve accuracy and clarity
G.5: Compose electronic mail correspondence (G005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 2.7: Use technological tools to exchange information and ideas 3.8: Assess costs, benefits and other consequences of proposed solutions
G.6: Take notes of oral directions (G006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
G.7: Write minutes of meetings (G007)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
G.8: Present information visually (tables, graphs, illustrations, etc.) (G008)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
G.9: Compose technical documents (directions, manuals, flow charts, etc.) (G009)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
H.1: Identify and utilize common resources in editing (reference manuals, spelling and grammar checkers, dictionary, etc.) (H001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas

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Business Communications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
H.2: Apply and interpret proofreader's marks (H002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
H.3: Read for meaning (H003)	CA.2: reading and evaluating fiction, poetry and drama CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.2: Review and revise communications to improve accuracy and clarity 3.5: Reason inductively from a set of specific facts and deductively from general premises
H.4: Edit document for sentence structure (H004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements
H.5: Edit document for grammatical errors (H005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements
H.6: Edit for parallelism and smooth transitions (H006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements
H.7: Edit document for spelling errors (H007)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements
H.8: Verify correct spelling of proper nouns (H008)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements
H.9: Edit for correct punctuation (H009)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	3.1: Identify problems and define their scope and elements
H.10: Verify accuracy of and expression of numbers (H010)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 2: reading and evaluating fiction, poetry and drama CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements
H.11: Verify consistency in format (H011)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements
I.1: Select appropriate layout for documents (correspondence, reports, charts, tables, etc.) (I001)	CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.1: Explain reasoning and identify information used to support decisions
I.2: Apply type specification options (font, italics, bold, underscore, shadowing, etc.) (I002)	CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.1: Explain reasoning and identify information used to support decisions
J.1: Follow multistep oral directions in proper sequence (J001)	CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace

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Business Communications

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
J.2: Use active listening skills to respond to verbal messages (paraphrasing, body language, eye contact, etc.) (J002)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
K.1: Organize ideas and communicate oral messages appropriate to listeners and situations (K001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
K.2: Speak clearly and concisely when communicating orally (K002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
K.3: Use gestures, pitch, and tone to enhance oral communications (K003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
K.4: Participate in conversations, discussions, group presentations, and brainstorming sessions (K004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.1: Develop questions and ideas to initiate and refine research 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 4.1: Explain reasoning and identify information used to support decisions 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
K.5: Answer incoming telephone calls and plan and place outgoing calls (K005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas
K.6: Plan and record a message for use on an answering machine and voice mail (K006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas
L.1: Participate as a member and/or leader of a team (L0	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spe	2.3: Exchange information, questions and ideas while recognizing the perspectives of oth

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
01)	lling, capitalization) CA 6: participating in formal and informal presentations and discussions of issues and ideas	ers 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 4.1: Explain reasoning and identify information used to support decisions 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
L 2: Negotiate to arrive at a decision (L002)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 6: participating in formal and informal presentations and discussions of issues and ideas	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
L 3: Exhibit behaviors that indicate respect for cultural diversity (L003)	CA 6: participating in formal and informal presentations and discussions of issues and ideas CA 7: identifying and evaluating relationships between language and culture SS 6: relationships of the individual and groups to institutions and cultural traditions	1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.3: Analyze the duties and responsibilities of individuals in societies
L 4: Demonstrate business etiquette (L004)	CA 7: identifying and evaluating relationships between language and culture SS 6: relationships of the individual and groups to institutions and cultural traditions	1.3: Design and conduct field and laboratory investigations to study nature and society 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
M 1: Select appropriate medium for conveying a message (telephone, written communication, E-mail, etc.) (M001)	CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.4: Use technological tools and other resources to locate, select and organize information

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Business Communications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.8: Assess costs, benefits and other consequences of proposed solutions
M.2: Select and use appropriate printed and electronic resources for a given task (reference books, data bases, etc.) (M002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas
M.3: Compare information from various sources and assess reliability (M003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas
N.1: Arrange for personal references (N001)		1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
N.2: Prepare a resume and letter of application (N002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
N.3: Complete a job application form (N003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.8: Explore, prepare for and seek educational and job opportunities
N.4: Apply job interview techniques (N004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
N.5: Compose a follow-up letter (N005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
N.6: Compose a letter of resignation (N006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities

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NOTE: Duty bands and competencies do not need to be taught in any particular order. Some duty bands and competencies can be integrated and taught together. Team teaching is encouraged. Competencies completed will depend on the length of the course. The code in parentheses is the competency identification number used in computerized management systems.
Students need to understand that the accelerated pace of change, globalization, and shifting technologies are fixtures, not options, in most industries. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A 1: Identify production factors affecting supply and demand (e.g., economies of scale, technology) (A001)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences
A 2: Evaluate production factors affecting supply and demand (e.g., economies of scale, technology) (A002)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 3: data analysis, probability and statistics SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences
A 3: Identify demographic changes in the workforce that affect performance (A003)	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas CA 7: identifying and evaluating relationships between language and culture MA 3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources

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Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS 6: relationships of the individual and groups to institutions and cultural traditions SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 4.1: Explain reasoning and identify information used to support decisions
A.4: Evaluate the impact of employment/unemployment on production (A004)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS 6: relationships of the individual and groups to institutions and cultural traditions SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.1: Explain reasoning and identify information used to support decisions

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Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.5: Define factors of production (e.g., labor, capital, entrepreneurship, natural resources) (A005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas CA.7: identifying and evaluating relationships between language and culture SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences
A.6: Explain economic scarcity as it applies to production (A006)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems

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628

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
A.7: Define specialization (A007)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas CA.7: identifying and evaluating relationships between language and culture SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 4.1: Explain reasoning and identify information used to support decisions
A.8: Identify how specialization may affect the economy (A008)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems

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Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
A.9: Explain the benefits of absolute and comparative advantage (e.g., domestic, international) (A009)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions

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Business Economics

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A 10: Explain the principle of diminishing returns and how it relates to productivity (A010)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 4.1: Explain reasoning and identify information used to support decisions
A 11: Compare and contrast different types of business ownership (e.g., corporation, partnership, sole proprietorship) (A011)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 6: relationships of the individual and groups to institutions and cultural traditions	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.3: Analyze the duties and responsibilities of individuals in societies
A 12: Explain the role of the entrepreneur in a market system (A012)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems

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Business Economics

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SC.8: impact of science, technology and human activity on resources and the environment SS.6: relationships of the individual and groups to institutions and cultural traditions	3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others 4.8: Explore, prepare for and seek educational and job opportunities
A.13: Describe technology-related trends in the production and distribution of goods and services (A013)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.3: Analyze the duties and responsibilities of individuals in societies
A.14: Describe the impact of technology on individual productivity (A014)	* CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions

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Business Economics

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 3: data analysis, probability and statistics SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	4.3: Analyze the duties and responsibilities of individuals in societies
A 15: Define gross domestic product (GDP) (A015)	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 4.3: Analyze the duties and responsibilities of individuals in societies
A 16: Interpret fluctuations in gross domestic product (GDP) (A016)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) MA 6: discrete mathematics (such as graph theory, counting techniques, matrices) SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
A 17: Explain the influence of productivity on economic vitality (A017)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 3: data analysis, probability and statistics SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies
B 1: Explain economic scarcity as it applies to consumption (B001)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information

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Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
B 2: Determine trade-offs and opportunity costs (e.g., utility functions) (B002)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
B.3: Identify consumption factors affecting supply and demand (e.g., consumer preferences, elasticity, substitution) (B003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions
B.4: Evaluate consumption factors affecting supply and demand (e.g., consumer preferences, elasticity, substitution) (B004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works

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Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.2: Develop and apply strategies based on ways others have prevented or solved problems
B.5: Explain the principle of diminishing returns and how it relates to consumption (B005)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
B.6: Evaluate the effects of government actions on the economy (B006)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.1: Identify problems and define their scope and elements 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B.7: Evaluate the impact of employment/unemployment on consumption (B007)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA 3: data analysis, probability and statistics SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.1: Identify problems and define their scope and elements 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
C.1: Explain the law of supply and demand (C001)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions
C.2: Identify exchange factors affecting supply and demand (e.g., competition, price) (C002)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Business Economics

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.2: Review and revise communications to improve accuracy and clarity 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions
C.3: Evaluate exchange factors affecting supply and demand (e.g., competition, price) (C003)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.3: data analysis, probability and statistics SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.2: Develop and apply strategies based on ways others have prevented or solved problems
C.4: Explain economic scarcity as it applies to exchange (C004)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
C.5: Find and interpret the market clearing/equilibrium price (C005)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.6: discrete mathematics (such as graph theory, counting techniques, matrices) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems
C.6: Define money (e.g., characteristics, role, forms) (C006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements 3.7: Evaluate the extent to which a strategy addresses the problem

Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C 7 Explain the role of credit in a market economy (C007)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions
C 8 Explain the role of banks in facilitating the exchange of financial resources (e.g., loans, creating money, checking accounts, Federal Reserve System) (C008)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 6: relationships of the individual and groups to institutions and cultural traditions	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
C 9: Explain how currency exchange rates affect international trade (C009)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions

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Business Economics

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.10: Describe the effect of the global economy on United States markets (C010)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions
C.11: Identify governmental regulations that influence international trade (e.g., balance of trade, quotas, tariffs, embargoes, employment, free trade) (C011)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.3: Analyze the duties and responsibilities of individuals in societies
C.12: Describe how imports/exports affect the balance of trade (C012)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
C.13: Identify the impact of the political structure on economic systems (C013)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 3: principles and processes of governance systems SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.2: Develop and apply strategies based on ways others have prevented or solved problems 4.1: Explain reasoning and identify information used to support decisions

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Competency Profile Date: 1995

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.14: Compare and contrast economic systems (e.g., traditional, market, command, mixed) based on criteria such as freedom, efficiency, equity, security, employment, stability, and growth (C014)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 4.1: Explain reasoning and identify information used to support decisions
C.15: Describe how economic activity in one nation affects the rest of the world, and vice versa (C015)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
C.16: Describe the role of businesses and individuals in the circular flow (C016)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.6: discrete mathematics (such as graph theory, counting techniques, matrices)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 2.7: Use technological tools to exchange information and ideas 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
C.17: Describe the role of government in the circular flow (e.g., taxation, services, national debt) (C017)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 2.7: Use technological tools to exchange information and ideas 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions

Business Economics

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA.6: discrete mathematics (such as graph theory, counting techniques, matrices)	
C.18: Explain how taxation, spending, and financial assistance affect business firms and individuals in an economy (C018)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) MA.6: discrete mathematics (such as graph theory, counting techniques, matrices) SC.8: impact of science, technology and human activity on resources and the environment	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 2.7: Use technological tools to exchange information and ideas 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
C.19: Evaluate the impact of employment/unemployment on exchange (C019)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
C.20: Describe the economic impact of information technologies (C020)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
D.1: Define credit (D001)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences
D.2: Evaluate the costs and benefits of credit (D002)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspa	1.1: Develop questions and ideas to initiate and refine research

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	pers, technical manuals) MA.5: mathematical systems (including real numbers, whole numbers, integers, fractions), geometry, and number theory (including primes, factors, multiples)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.3: Analyze the duties and responsibilities of individuals in societies
D.3: Explain the role of banks in the accumulation of financial resources (D003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.2: Conduct research to answer questions and evaluate information and ideas 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.1: Explain reasoning and identify information used to support decisions
D.4: Predict how inflation/deflation will affect businesses and individuals (D004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions

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Business Economics

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(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D.5: Evaluate the impact of employment/unemployment on savings (D005)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies
E.1: Define the role of profit-making and not-for-profit companies in the United States economy (E001)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences

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Competency Profile Date: 1995

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas	
E.2: Describe the budget process (e.g., personal, business, government) (E002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions
E.3: Compare and contrast the national debt and the national deficit (E003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 4.1: Explain reasoning and identify information used to support decisions

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	
E.4: Explain the role of banks in the investment of financial resources (E004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
E.5: Describe the impact of government regulations on the banking industry (E005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
E.6: Interpret stock market purpose and function (E006)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) MA.3: data analysis, probability and statistics SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
E.7: Analyze stock market performance (E007)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E.8: Evaluate the impact of employment/unemployment on investment (E008)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies
E.9: Explain how international currency exchange rates affect investments (E009)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions
E.10: Discuss major barriers to new firms entering a competitive market (E010)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
F.1: Construct tables depicting economic information (e.g., financial statements) (F001)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.2: Conduct research to answer questions and evaluate information and ideas

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas
F.2: Construct the supply curve (F002)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.6: discrete mathematics (such as graph theory, counting techniques, matrices) SC.7: processes of scientific inquiry (such as formulating and testing hypotheses) SC.8: impact of science, technology and human activity on resources and the environment	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas
F.3: Construct the demand curve (F003)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.6: discrete mathematics (such as graph theory, counting techniques, matrices) SC.7: processes of scientific inquiry (such as formulating and testing hypotheses)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SC.8: impact of science, technology and human activity on resources and the environment	
F.4: Construct graphs depicting economic information (e.g., pie charts, line graphs, bar graphs) (F004)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.6: discrete mathematics (such as graph theory, counting techniques, matrices) SC.7: processes of scientific inquiry (such as formulating and testing hypotheses) SC.8: impact of science, technology and human activity on resources and the environment	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas
F.5: Determine ratios expressing the relationship of one economic variable to another (F005)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.6: discrete mathematics (such as graph theory, counting techniques, matrices) SC.7: processes of scientific inquiry (such as formulating and testing hypotheses) SC.8: impact of science, technology and human activity on resources and the environment	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
F.6: Calculate percentages and percentage changes in economic and financial data (F006)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.6: discrete mathematics (such as graph theory, counting techniques, matrices)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
F.7: Formulate an index number (e.g., consumer price index) (F007)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.6: discrete mathematics (such as graph theory, counting techniques, matrices)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
F.8: Differentiate between real and nominal values (e.g., consumer price index) (F008)	MA.5: mathematical systems (including real numbers, whole numbers, integers, fractions), geometry, and number theory (including primes, factors, multiples)	2.2: Review and revise communications to improve accuracy and clarity
F.9: Interpret economic data depicted through illustrations (e.g., tables, curves, graphs, ratios, percentages, indexes, values) (F009)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics SC.7: processes of scientific inquiry (such as formulating and testing hypotheses)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

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	SC.8: impact of science, technology and human activity on resources and the environment	2.7: Use technological tools to exchange information and ideas 3.5: Reason inductively from a set of specific facts and deductively from general premises
G.1: Identify the types and availability of careers determined by labor market supply and demand (G001)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) SC.8: impact of science, technology and human activity on resources and the environment	1.1: Develop questions and ideas to initiate and refine research 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 4.8: Explore, prepare for and seek educational and job opportunities
G.2: Explain the significance of economics in a chosen career path (G002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.3: Use a decision-making process in the selection of possible careers in the field of economics (G003)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) SC.7: processes of scientific inquiry (such as formulating and testing hypotheses) SC.8: impact of science, technology and human activity on resources and the environment	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions 4.8: Explore, prepare for and seek educational and job opportunities
G.4: Assess the impact of sociological, economic, and technological change on future careers (G004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.6: "consumer health issues (such as the effects of mass media and technologies on safety and health) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SC.8: impact of science, technology and human activity on resources and the environment	1.1: Develop questions and ideas to initiate and refine research 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions 4.8: Explore, prepare for and seek educational and job opportunities

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NOTES: The code in brackets is the competency identification number used in computerized management systems. The competencies are based on SCANS competencies. This competency profile is designed for a semester course. These competencies may be incorporated in other courses as appropriate. An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Business Management

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Demonstrate positive self-esteem (A001)	HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
A.2: Identify leadership style and its impact on others (A002)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.3: Set well-defined and realistic personal goals (A003)	HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)	3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
A.4: Display characteristics of an acceptable work ethic (attendance, attire, responsibility, vitality, etc.) (A004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.5: Display flexibility and adaptability (A005)		2.3: Exchange information, questions and ideas while recognizing the perspectives of others
A.6: Exhibit self-control (A006)		1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
A.7: Choose an ethical course of action (A007)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spe	3.1: Identify problems and define their scope and elements

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Competency Profile Date: 1993

Business Management

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	lling, capitalization) SS.6: relationships of the individual and groups to institutions and cultural traditions	3.4: Evaluate the processes used in recognizing and solving problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
A.8: Respond appropriately in professional and social situations (A008)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas CA.7: identifying and evaluating relationships between language and culture HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) HP.5: methods used to assess health, reduce risk factors, and avoid high risk behaviors (such as violence, tobacco, alcohol and other drug use) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.1: Demonstrate positive use of policies and procedures (B001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.2: Use active listening skills (paraphrasing, body language, etc.) (B002)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.5: Comprehend and evaluate written, visual and oral presentations and works
B.3: Work cooperatively with others by contributing ideas, suggestions, and effort (B003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
B.4: Consider other points of view (B004)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.2: Conduct research to answer questions and evaluate information and ideas

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Business Management

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		1.5: Comprehend and evaluate written, visual and oral presentations and works 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
B.5: Use problem-solving techniques (B005)	CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.3: data analysis, probability and statistics SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
B.6: Use negotiation skills to resolve conflicts (B006)	CA.6: participating in formal and informal presentations and discussions of issues and ideas	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.6: Examine problems and proposed solutions from multiple perspectives
B.7: Justify a position logically and appropriately (B007)	CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 4.1: Explain reasoning and identify information used to support decisions
B.8: Demonstrate credibility through competence and integrity (B008)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.9: Establish and monitor goals (cooperatively and independently) (B009)	HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)	3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
B.10: Identify training needs and provide resources (B01	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outline	3.1: Identify problems and define their scope and elements

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Competency Profile Date: 1993

Business Management

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
0)	s, notes)	3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 4.1: Explain reasoning and identify information used to support decisions
B.11: Work appropriately with multicultural diversity (i.e., men and women of all ages from a variety of ethnic, social, and educational backgrounds) (B011)	CA.7: identifying and evaluating relationships between language and culture FA.5: visual and performing arts in historical and cultural contexts SS.6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.6: Examine problems and proposed solutions from multiple perspectives 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.12: Satisfy clients' or customers' needs (B012)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace 3.8: Assess costs, benefits and other consequences of proposed solutions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
C.1: Organize, process, and maintain information in a systematic fashion (C001)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
C.2: Identify need for data, obtain data from existing sources, and evaluate relevancy and accuracy of data (taxes, law, insurance, etc.) (C002)	MA.3: data analysis, probability and statistics	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
C.3: Convey information to others through oral presentations, written communication, etc. (C003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.2: Conduct research to answer questions and evaluate information and ideas 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
C.4: Incorporate the use of multimedia to communicate effectively (C004)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.7: Use technological tools to exchange information and ideas
C.5: Identify the impact of demographic trends (C005)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.2: Conduct research to answer questions and evaluate information and ideas

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.3: data analysis, probability and statistics SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
C.6: State the importance of product and/or service development, marketing, advertising, and selling (C006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
C.7: Read and interpret policies and procedures (C007)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
C.8: Develop and write policies and procedures (C008)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) HP.3: diseases and methods for prevention, treatment and control HP.5: methods used to assess health, reduce risk factors, and avoid high risk behaviors (such as violence, tobacco, alcohol and other drug use) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) HP.7: responses to emergency situations MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.3: principles and processes of governance systems SS.6: relationships of the individual and groups to institutions and cultural traditions	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.9: Develop an agenda and conduct a business meeting (C009)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
D.1: Prioritize goal-related activities (D001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spe	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outl

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	ling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	nes) for analysis or presentation 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
D 2: Allocate time to activities and follow schedules (D002)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) HP 2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)	4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
D 3: List and explain sources of capital (D003)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics MA 6: discrete mathematics (such as graph theory, counting techniques, matrices)	1.4: Use technological tools and other resources to locate, select and organize information 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D 4: Forecast future budgetary needs (D004)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics MA 6: discrete mathematics (such as graph theory, counting techniques, matrices)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D.5: Prepare a budget (D005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics MA.6: discrete mathematics (such as graph theory, counting techniques, matrices)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D.6: Analyze financial statements (D006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA 6: discrete mathematics (such as graph theory, counting techniques, matrices) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D.7: Match employee abilities with workload demands (D007)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA 3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Competency Profile Date: 1993

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
D.8: Evaluate employee performance and provide feedback (D008)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
E.1: Compare and contrast the three types of business ownership (i.e., sole proprietorship, partnership, corporation) (E001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas

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Business Management

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E.2: Differentiate levels and responsibilities on an organizational chart (E002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.5: Comprehend and evaluate written, visual and oral presentations and works
E.3: Identify trends and gather information about how a system is intended to function (E003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SS.2: continuity and change in the history of Missouri, the United States and the world	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas
E.4: Monitor and correct deviations in intended performance of a system (E004)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
E.5: Identify the business' responsibilities in the community (E005)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas
E.6: Interpret economic indicators (GDP, CPI, unemployment, etc.) (E006)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

Business Management

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
E.7: Identify local, state, and national regulations with which a manager should be familiar (E007)	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 7: identifying and evaluating relationships between language and culture HP 6: consumer health issues (such as the effects of mass media and technologies on safety and health) SS 6: relationships of the individual and groups to institutions and cultural traditions	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
F.1: Select procedures, tools, or machines (including computers) to produce desired results (F001)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems

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Business Management

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
F.2: Monitor and adjust procedures, tools, or machines to improve efficiency (F002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
F.3: Identify the impact of new technology on the workforce (F003)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources

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Business Management

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas

NOTE: Duty bands and competencies do not need to be taught in any particular order. Self management and professionalism, interpersonal skills, career management, and entrepreneurship awareness should be integrated througout the course. Competencies completed will depend on the length of the course. NOTE: Duty bands A, B, F, and G are also included on the Computer Business Applications profile as duty bands A, B, J, and K. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable

Business Technology

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Develop a self-improvement plan	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements 3.7: Evaluate the extent to which a strategy addresses the problem
A.2: Organize work space	MA.2: geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes	3.6: Examine problems and proposed solutions from multiple perspectives
A.3: Prioritize and schedule responsibilities		1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
A.4: Manage stress	HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)	3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
A.5: Demonstrate professional appearance		2.6: Apply communication techniques to the job search and to the workplace
A.6: Demonstrate appropriate business behavior (domestic/international)		2.6: Apply communication techniques to the job search and to the workplace
A.7: Utilize resources		1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources
A.8: Apply decision-making skills to problem solving	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story telling, debates, lectures, multi-media productions)	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions
A.9: Display reliability		
A.10: Display initiative		

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Business Technology

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.11: Display honesty and integrity		4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.12: Display adaptability	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.13: Describe workplace loyalty	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.14: Evaluate work quality against standards	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	
A.15: Participate in leadership activities in Future Business Leaders of America/Phi Beta Lambda	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.1: Demonstrate positive behavior for direction, criticism, and comment	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace
B.2: Describe/work within organizational structures (chain of command)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
B.3: Participate as a member of work teams	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.4: Assist co-workers	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.4: Recognize and practice honesty and integrity in academic work and in the workplace

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.5: Exhibit leadership skills in problem solving	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.6: Respect beliefs, opinions, and rights of others	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.7: Provide service to internal/external customers (domestic/international)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace
B.8: Listen effectively	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.6: Apply communication techniques to the job search and to the workplace
B.9: Demonstrate and interpret non verbal communication	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace
C.1: Follow instructions	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	2.2: Review and revise communications to improve accuracy and clarity
C.2: Choose appropriate language (non gender specific, without cultural bias)	CA.7: identifying and evaluating relationships between language and culture FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts FA.5: visual and performing arts in historical and cultural contexts SS.6: relationships of the individual and groups to institutions and cultural traditions	2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 3.2: Develop and apply strategies based on ways others have prevented or solved problems
C.3: Use the telephone to access information (domestic/international)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas CA.7: identifying and evaluating relationships between language and culture HP.1: structures of, functions of, and relationships among human body systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
C.4: Use appropriate telephone skills in answering and placing telephone calls	HP.1: structures of, functions of, and relationships among human body systems HP.7: responses to emergency situations SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas
C.5: Give and take accurate messages (telephone or in person)		2.7: Use technological tools to exchange information and ideas
C.6: Organize, send, and receive facsimile (FAX) communication	HP.7: responses to emergency situations SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
C.7: Use e-mail to organize, send, and receive messages and related information	HP.7: responses to emergency situations SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas

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Competency Profile Date: 1994

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Business Technology

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
C.8: Use voice mail to give, receive, and route information	HP.7: responses to emergency situations SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
C.9: Compare communications services	HP.7: responses to emergency situations SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.7: Use technological tools to exchange information and ideas
C.10: Use correct grammar, spelling, and punctuation for written communication	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
C.11: Compose business correspondence	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.2: Review and revise communications to improve accuracy and clarity
C.12: Edit to produce mailable copy	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.2: Review and revise communications to improve accuracy and clarity
C.13: Use professional and technical references	CA.2: reading and evaluating fiction, poetry and drama CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	2.7: Use technological tools to exchange information and ideas
C.14: Present information orally	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
D.1: Organize, key, and format business documents	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas

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Business Technology

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D.2: Compare the features of different word processing software packages		1.7: Evaluate the accuracy of information and the reliability of its sources
D.3: Use basic features of word processing software (tab, block, move, copy) to prepare business related documents		1.4: Use technological tools and other resources to locate, select and organize information 2.2: Review and revise communications to improve accuracy and clarity
D.4: Use advanced features of word processing software (tables, merge, graphics, etc.)		1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity
D.5: Enter and revise information on spreadsheets		1.4: Use technological tools and other resources to locate, select and organize information 2.2: Review and revise communications to improve accuracy and clarity
D.6: Design spreadsheets	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals

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Business Technology

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D.7: Prepare charts, graphs, and other graphic material	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas
D.8: Enter and revise information into databases	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
D.9: Access and extract data from databases	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research
D.10: Design databases (structure, format, attributes)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.4: Use technological tools and other resources to locate, select and organize information 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas
D.11: Integrate files from different software packages	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements

Business Technology

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D 12: Use operating system commands		
D 13: Manage disk directories		1.4: Use technological tools and other resources to locate, select and organize information
D 14: Produce documents using desktop publishing software	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 7: identifying and evaluating relationships between language and culture FA 1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts FA 2: the principles and elements of different art forms FA 3: the vocabulary to explain perceptions about and evaluations of works in dance, music, theater and visual arts FA 5: visual and performing arts in historical and cultural contexts HP 2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D 15: Access and utilize information services (electronic bulletin boards)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 2: reading and evaluating fiction, poetry and drama CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 7: identifying and evaluating relationships between language and culture SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.4: Use technological tools and other resources to locate, select and organize information
D 16: Scan text and graphics for documents		1.4: Use technological tools and other resources to locate, select and organize information
D 17: Utilize electronic forms	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
D 18: Develop and implement data backup procedures		1.4: Use technological tools and other resources to locate, select and organize information
D 19: Prepare electronic visual presentations	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others

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Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.6: participating in formal and informal presentations and discussions of issues and ideas CA.7: identifying and evaluating relationships between language and culture FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts HP.1: structures of, functions of, and relationships among human body systems SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	2.5: Perform or produce works in the fine and practical arts 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
D.20: Describe the electronic information cycle (input, processing, output, storage, retrieval)		1.4: Use technological tools and other resources to locate, select and organize information
D.21: Produce business documents from dictated material	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.2: Review and revise communications to improve accuracy and clarity
D.22: Demonstrate legal and ethical software/data management		2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.1: Identify problems and define their scope and elements 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.8: Assess costs, benefits and other consequences of proposed solutions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D.23: Use appropriate business/technology vocabulary	HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) HP.7: responses to emergency situations SC.8: impact of science, technology and human activity on resources and the environment	2.2: Review and revise communications to improve accuracy and clarity 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
D.24: Describe computer components	SC.1: properties and principles of matter and energy	3.1: Identify problems and define their scope and elements 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
D.25: Describe features of computer networks		1.4: Use technological tools and other resources to locate, select and organize information 3.1: Identify problems and define their scope and elements 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
D.26: Analyze need to upgrade computer hardware and software		3.1: Identify problems and define their scope and elements 3.6: Examine problems and proposed solutions from multiple perspectives 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
E.1: Operate calculator to perform basic mathematical functions	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.1: Explain reasoning and identify information used to support decisions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
E.2: Compare business equipment (i.e., copy machines, FAX machines, computers, calculators) for purchase	SC.8: impact of science, technology and human activity on resources and the environment	1.2: Conduct research to answer questions and evaluate information and ideas
E.3: Identify equipment maintenance procedures	SC.8: impact of science, technology and human activity on resources and the environment	3.4: Evaluate the processes used in recognizing and solving problems
E.4: Process outgoing mail	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 2: reading and evaluating fiction, poetry and drama CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	3.4: Evaluate the processes used in recognizing and solving problems
E 5: Process incoming mail	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 2: reading and evaluating fiction, poetry and drama CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.4: Evaluate the processes used in recognizing and solving problems
E 6: Index, code, cross-reference, file, and retrieve records	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 2: reading and evaluating fiction, poetry and drama CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.7: Evaluate the accuracy of information and the reliability of its sources 3.1: Identify problems and define their scope and elements 3.4: Evaluate the processes used in recognizing and solving problems
E 7: Manage filing systems	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 2: reading and evaluating fiction, poetry and drama CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
E 8: Maintain supply inventory	HP 5: methods used to assess health, reduce risk factors, and avoid high risk behaviors (such as violence, tobacco, alcohol and other drug use)	4.7: Identify and apply practices that preserve and enhance the safety and health of self and others

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Competency Profile Date: 1994

Business Technology

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) HP.7: responses to emergency situations MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.2: geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	
E.9: Apply ergonomic principles to work environments	HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) SC.8: impact of science, technology and human activity on resources and the environment	4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
E.10: Arrange business travel	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture HP.7: responses to emergency situations MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SC.8: impact of science, technology and human activity on resources and the environment SS.2: continuity and change in the history of Missouri, the United States and the world SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.4: Use technological tools and other resources to locate, select and organize information 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
E.11: Schedule meetings and events	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.1: Explain reasoning and identify information used to support decisions

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	HP.7: responses to emergency situations MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SC.8: impact of science, technology and human activity on resources and the environment SS.2: continuity and change in the history of Missouri, the United States and the world SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	
E.12: Process forms related to product-to-client transactions	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 3.8: Assess costs, benefits and other consequences of proposed solutions 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
E.13: Identify future workplace trends	CA.7: identifying and evaluating relationships between language and culture SC.8: impact of science, technology and human activity on resources and the environment	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
F.1: Analyze business careers	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.1: Develop questions and ideas to initiate and refine research 2.6: Apply communication techniques to the job search and to the workplace 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS.6: relationships of the individual and groups to institutions and cultural traditions	
F.2: Prepare a career development plan (i.e., goals, self improvement, continuing education, advancement)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.8: Assess costs, benefits and other consequences of proposed solutions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others 4.8: Explore, prepare for and seek educational and job opportunities
F.3: Locate job leads	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
F.4: Compose employment related correspondence	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 7: identifying and evaluating relationships between language and culture	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions 4.8: Explore, prepare for and seek educational and job opportunities
F 5: Prepare an interview portfolio	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions 4.8: Explore, prepare for and seek educational and job opportunities
F 6: Select and research a potential employer	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.2: Conduct research to answer questions and evaluate information and ideas 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities

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Competency Profile Date: 1994

Business Technology

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.7: Secure permission to use a reference	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.6: Apply communication techniques to the job search and to the workplace
F.8: Prepare a resume	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.5: Reason inductively from a set of specific facts and deductively from general premises 4.1: Explain reasoning and identify information used to support decisions 4.8: Explore, prepare for and seek educational and job opportunities
F.9: Make an inquiry (oral or written) about an advertised job	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
F.10: Complete a job application form	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
F.11: Complete employment tests	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.6: Apply communication techniques to the job search and to the workplace
F.12: Participate in an interview for a job	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.6: Apply communication techniques to the job search and to the workplace 4.1: Explain reasoning and identify information used to support decisions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.13: Compare job benefits	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.2: Conduct research to answer questions and evaluate information and ideas 2.6: Apply communication techniques to the job search and to the workplace 3.5: Reason inductively from a set of specific facts and deductively from general premises
F.14: Describe rights and responsibilities of employees and employers	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	2.6: Apply communication techniques to the job search and to the workplace 4.3: Analyze the duties and responsibilities of individuals in societies
F.15: Adhere to workplace values and ethics	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
F.16: Describe job keeping skills (discretion, confidentiality, dependability, tact, punctuality, pride in quality work, etc.)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	2.6: Apply communication techniques to the job search and to the workplace 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
F.17: Describe performance evaluation instruments	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.7: identifying and evaluating relationships between language and culture	2.6: Apply communication techniques to the job search and to the workplace
F.18: Prepare for job separation	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.6: Apply communication techniques to the job search and to the workplace
G.1: Describe characteristics of a free enterprise economic system (i.e., ownership of property, profit motive, risk taking, competition, supply and demand)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
G.2: Describe forms of business ownership (i.e., sole proprietorship, partnership, corporation, cooperative)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
G.3: Describe advantages and disadvantages of small business ownership	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
G.4: Identify steps necessary to start a business (i.e., evaluate need, site selection, marketing plan, financial plan, management plan)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas CA.7: identifying and evaluating relationships between language and culture FA.2: the principles and elements of different art forms HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	HP 4: principles of movement and physical fitness HP 5: methods used to assess health, reduce risk factors, and avoid high risk behaviors (such as violence, tobacco, alcohol and other drug use) HP 6: consumer health issues (such as the effects of mass media and technologies on safety and health) HP 7: responses to emergency situations SC 7: processes of scientific inquiry (such as formulating and testing hypotheses) SC 8: impact of science, technology and human activity on resources and the environment SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS 6: relationships of the individual and groups to institutions and cultural traditions SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	

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NOTE: Minimum keyboarding experience is required. Duty bands and competencies do not need to be taught in any particular order. Self management and professionalism, interpersonal skills, resource management, career management, and entrepreneurship awareness should be integrated throughout the course. Competencies completed will depend on the length of the course. Numbers in parentheses at the end of the competencies in duty bands A, B, J and K refer to identical competencies on the Business Technology profile, duty bands A, B, F, and G.

Computer Business Applications

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Develop a self-improvement plan (BT A1)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements 3.7: Evaluate the extent to which a strategy addresses the problem
A.2: Organize work space (BT A2)	MA.2: geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes	3.6: Examine problems and proposed solutions from multiple perspectives
A.3: Prioritize and schedule responsibilities (BT A3)		1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
A.4: Manage stress (BT A4)	HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management)	3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
A.5: Demonstrate professional appearance (BT A5)		2.6: Apply communication techniques to the job search and to the workplace
A.6: Demonstrate appropriate business behavior (domestic/international) (BT A6)		2.6: Apply communication techniques to the job search and to the workplace
A.7: Utilize resources (BT A7)		1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources
A.8: Apply decision-making skills to problem solving (BT A8)		1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions
A.9: Display reliability (BT A9)	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.10: Display initiative (BT A10)	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace

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Computer Business Applications

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.11: Display honesty and integrity (BT A11)	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.12: Display adaptability (BT A12)	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.13: Describe workplace loyalty (BT A13)	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.14: Evaluate work quality against standards (BT A14)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	
A.15: Participate in leadership activities in Future Business Leaders of America/Phi Beta Lambda (BT A15)	SS.6: relationships of the individual and groups to institutions and cultural traditions	4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.1: Demonstrate positive behavior for direction, criticism, and comment (BT B1)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace
B.2: Describe/work within organizational structures (chain of command) (BT B2)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.3: Participate as a member of work teams (BT B3)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.4: Assist co-workers (BT B4)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.5: Exhibit leadership skills in problem solving (BT B5)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others

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Computer Business Applications

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.6: Respect beliefs, opinions, and rights of others (BT B6)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.7: Provide service to internal/external customers (domestic/international) (BT B7)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace
B.8: Listen effectively (BT B8)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
B.9: Demonstrate and interpret non-verbal communication (BT B9)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace
C.1: Define terms related to hardware and software systems	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas

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		1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
C 2: Identify the major components of hardware systems	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) SC 8: Impact of science, technology and human activity on resources and the environment	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
C 3: Manage files (i.e., naming, storing, deleting directories/folders)	CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.7: Use technological tools to exchange information and ideas
C 4: Explain proper care and maintenance of hardware and software systems	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
C 5: Perform basic operating procedures	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
C 6: Perform operating system commands	CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources

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		1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.7: Use technological tools to exchange information and ideas
C.7: Analyze hardware malfunctions	SC.7: processes of scientific inquiry (such as formulating and testing hypotheses)	3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.6: Examine problems and proposed solutions from multiple perspectives
C.8: Perform file/disk backup procedures	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.7: Use technological tools to exchange information and ideas
C.9: Describe security procedures	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements 3.8: Assess costs, benefits and other consequences of proposed solutions
D.1: Define terms related to word processing	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
D.2: Create documents (i.e., letters, resumes, reports)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.3: Perform word processing save and retrieve procedures	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences

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		2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.4: Print documents	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.5: Set line spacing	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.6: Set margins	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace

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Computer Business Applications

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D.7: Evaluate document format/layout	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.2: Conduct research to answer questions and evaluate information and ideas 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity
D.8: Use enhancements (i.e., bold, underline, italics)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.9: Use block features (i.e., copy, move, delete)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.10: Use spell check/thesaurus	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.11: Use tabs/indents	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.12: Set justification	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.13: Select fonts	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace

Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D.14: Create headers/footers	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.15: Create tables/columns	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.16: Use macros	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.17: Use merge feature	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 6: participating in formal and informal presentations and discussions of issues and ideas	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.18: Use sort feature	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
D.19: Use graphics	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) * CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
E.1: Define terms related to databases	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
E.2: Design and create database files (i.e., employee records, mailing lists, inventory records)	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources

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Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.3: Perform database save and retrieve procedures	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.4: Design and print database reports	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.5: Edit records (update, delete, add data)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.6: Modify database structure (i.e., change field characte	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outline	1.4: Use technological tools and other resources to locate, select and organize informatio

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Competency Profile Date: 1994

Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
ristics, add/delete fields)	s, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas	n 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.7: Sort records	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.8: Search/select data and/or records	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
E.9: Use math features in a database	MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

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Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.1: Define terms related to spreadsheets	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
F.2: Design and create spreadsheets (i.e., accounts receivable/payable, budgets, payroll)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.3: Perform spreadsheet save and retrieve procedures	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.4: Print spreadsheets	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F 5: Modify spreadsheet data	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F 6: Enhance spreadsheets (i.e., bold, justification)	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F 7: Insert/delete rows/columns	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F 8: Copy/move/delete data	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.9: Use math formulas in spreadsheets	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.10: Use special spreadsheet functions (i.e., sum, average)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.11: Create and print graphs from spreadsheets	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.12: Use title feature (i.e., freeze or lock)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.13: Use split screen feature	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.14: Use database functions within spreadsheets (i.e., sort, query/select)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.15: Create and use spreadsheet macros	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.4: Use technological tools and other resources to locate, select and organize information

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Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
F.16: Enhance spreadsheets with fonts and graphics	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity
G.1: Define terms related to desktop publishing	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) FA.3: the vocabulary to explain perceptions about and evaluations of works in dance, music, theater and visual arts	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
G.2: Use paint/draw features	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts

Computer Business Applications

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(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.3: Place preformatted text (word processing document)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
G.4: Place graphics (i.e., clip art, scanned file, paint/draw file)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
G.5: Enhance publications (i.e., fonts, justification)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
G.6: Design and create publications (i.e., newsletters, brochures)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.5: Perform or produce works in the fine and practical arts
G.7: Create/edit graphics files	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
G.8: Create scanned files (i.e., graphics, text)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
H.1: Define terms related to telecommunications	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
H.2: Identify telecommunications media	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SC.8: impact of science, technology and human activity on resources and the environment	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures
H.3: Send and receive electronic messages (domestic and international) (i.e., FAX, electronic bulletin boards, e-mail)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.1: Develop questions and ideas to initiate and refine research 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works

Computer Business Applications

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas
1.1: Define equipment needs for specific applications	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.7: Evaluate the extent to which a strategy addresses the problem
1.2: Use numeric keypad	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 2.7: Use technological tools to exchange information and ideas
1.3: Explain ethics related to the duplication of copyrighted software programs	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
1.4: Explain employee ethics when accessing data	SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
1.5: Utilize technical manuals	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 3.2: Develop and apply strategies based on ways others have prevented or solved problems

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Competency Profile Date: 1994

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.5: Reason inductively from a set of specific facts and deductively from general premises
I.6: List sources of business software information (i.e., newspapers, magazines, journals, users' groups)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information
I.7: Compare software packages for purchase	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 3.8: Assess costs, benefits and other consequences of proposed solutions
I.8: Identify major uses of databases	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.1: Explain reasoning and identify information used to support decisions
I.9: Identify major uses of spreadsheets	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.1: Explain reasoning and identify information used to support decisions
I.10: Identify major uses of word processing	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.1: Explain reasoning and identify information used to support decisions
I.11: Identify major uses of desktop publishing	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.1: Explain reasoning and identify information used to support decisions
I.12: Identify major uses of telecommunications	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 4.1: Explain reasoning and identify information used to support decisions
I.13: Integrate files from various applications	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

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Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.6: participating in formal and informal presentations and discussions of issues and ideas FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
I.14: Prepare electronic visual presentations	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas FA.1: process and techniques for the production, exhibition or performance of one or more of the visual or performed arts	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
J.1: Analyze business careers (BT F1)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.1: Develop questions and ideas to initiate and refine research 2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
J.2: Prepare a career development plan (i.e., goals, self improvement, continuing education, advancement) (BT F2)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures

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Computer Business Applications

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.8: Assess costs, benefits and other consequences of proposed solutions 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others 4.8: Explore, prepare for and seek educational and job opportunities
J.3: Locate job leads (BT F3)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
J.4: Compose employment related correspondence (BT F4)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities

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Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
J.5: Prepare an interview portfolio (BT F5)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
J.6: Select and research a potential employer (BT F6)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.2: Conduct research to answer questions and evaluate information and ideas 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
J.7: Secure permission to use a reference (BT F7)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.6: Apply communication techniques to the job search and to the workplace
J.8: Prepare a resume (BT F8)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
J.9: Make an inquiry (oral or written) about an advertised job (BT F9)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas

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Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		4.8: Explore, prepare for and seek educational and job opportunities
J.10: Complete a job application form (BT F10)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.7: identifying and evaluating relationships between language and culture	2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
J.11: Complete employment tests (BT F11)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.6: Apply communication techniques to the job search and to the workplace
J.12: Participate in an interview for a job (BT F12)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.2: Conduct research to answer questions and evaluate information and ideas 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
J.13: Compare job benefits (BT F13)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.2: Conduct research to answer questions and evaluate information and ideas 2.6: Apply communication techniques to the job search and to the workplace
J.14: Describe rights and responsibilities of employees and employers (BT F14)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	2.6: Apply communication techniques to the job search and to the workplace 4.3: Analyze the duties and responsibilities of individuals in societies
J.15: Adhere to workplace values and ethics (BT F15)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
J.16: Describe job keeping skills (discretion, confidentiality, dependability, tact, punctuality, pride in quality work, etc.) (BT F16)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.7: identifying and evaluating relationships between language and culture SS.1: principles expressed in the documents shaping constitutional democracy in the United States SS.6: relationships of the individual and groups to institutions and cultural traditions	2.6: Apply communication techniques to the job search and to the workplace 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
J.17: Describe performance evaluation instruments (BT F17)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.6: Apply communication techniques to the job search and to the workplace

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Competency Profile Date: 1994

Computer Business Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.7: identifying and evaluating relationships between language and culture	3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
J.18: Prepare for job separation (BT F18)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas
K.1: Describe characteristics of a free enterprise economic system (i.e., ownership of property, profit motive, risk taking, competition, supply and demand) (BT G1)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
K.2: Describe forms of business ownership (i.e., sole proprietorship, partnership, corporation, cooperative) (BT G2)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
K.3: Describe advantages and disadvantages of small computer-related business ownership (BT G3)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 4.3: Analyze the duties and responsibilities of individuals in societies

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		4.4: Recognize and practice honesty and integrity in academic work and in the workplace
K.4: Identify steps necessary to start a computer-related business (i.e., evaluate need, site selection, marketing plan, financial plan, management plan) (BT G4)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) HP.5: methods used to assess health, reduce risk factors, and avoid high risk behaviors (such as violence, tobacco, alcohol and other drug use) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) HP.7: responses to emergency situations SS.6: relationships of the individual and groups to institutions and cultural traditions SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.7: Use technological tools to exchange information and ideas 3.7: Evaluate the extent to which a strategy addresses the problem 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace

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NOTE: Computer skills and knowledge of a foreign language are helpful when using this profile. Duty bands and competencies do not need to be taught in any particular order. Some duty bands and competencies can be integrated and taught together. Team teaching is encouraged. Competencies completed will depend on the length of the course.

International Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Define terms related to international careers	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
A.2: Explore career opportunities	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
A.3: Evaluate the advantages and disadvantages of entrepreneurial opportunities	CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 3.1: Identify problems and define their scope and elements 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
A.4: Determine qualifications necessary for success in the global workplace	SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks

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International Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.5: Determine personal documentation needed for international travel (i.e., passport, VISA)	SS.3: principles and processes of governance systems	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
A.6: Identify local and state businesses involved in international trade	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
A.7: Identify the geographical location of leading countries in international trade	SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures
A.8: State life-long learning goals	CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.8: Explore, prepare for and seek educational and job opportunities
A.9: Participate in leadership activities in Future Business Leaders of America/Phi Beta Lambda	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
B.1: Identify international business structures	SS.3: principles and processes of governance systems	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.1: Identify problems and define their scope and elements
B.2: Research management styles (i.e., TQM, MBO)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.3: Exchange information, questions and ideas while recognizing the perspectives of others

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.7: Use technological tools to exchange information and ideas 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.3: Identify skills required for managerial success	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.2: Conduct research to answer questions and evaluate information and ideas 2.6: Apply communication techniques to the job search and to the workplace 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
B.4: Recognize differences in work environments (i.e., safety regulations, ergonomics, gender equity, family leave, work week, fringe benefits)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
B.5: Identify methods of becoming a global business operation	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	3.1: Identify problems and define their scope and elements 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
B.6: Describe the global community concept	CA.7: identifying and evaluating relationships between language and culture SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources

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International Business

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.3: Analyze the duties and responsibilities of individuals in societies
C.1: Analyze one's own ideas about foreign cultures	CA.7: identifying and evaluating relationships between language and culture SS.6: relationships of the individual and groups to institutions and cultural traditions	1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 4.3: Analyze the duties and responsibilities of individuals in societies
C.2: Demonstrate knowledge of multicultural environments	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.1: Identify problems and define their scope and elements
C.3: Identify distinctive social and cultural factors affecting business protocol	CA.7: identifying and evaluating relationships between language and culture SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.3: Design and conduct field and laboratory investigations to study nature and society 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions
C.4: Describe the importance of oral, written, and non-verbal communications	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.6: Apply communication techniques to the job search and to the workplace
C.5: Compare social customs (i.e., holidays, attire, gifts)	CA.7: identifying and evaluating relationships between language and culture SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions
C.6: Recognize ethical international business issues	CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.1: Identify problems and define their scope and elements 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions 4.3: Analyze the duties and responsibilities of individuals in societies 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
D.1: Define technology's role in international business	CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 4.1: Explain reasoning and identify information used to support decisions

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
D 2: Analyze communication modes used in international business	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA 7: identifying and evaluating relationships between language and culture	1 6: Discover and evaluate patterns and relationships in information, ideas and structures 2 1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2 2: Review and revise communications to improve accuracy and clarity 2 6: Apply communication techniques to the job search and to the workplace 3 1: Identify problems and define their scope and elements 3 6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
D 3: Describe business documents used in international trade (i.e., shipping, billing, method of payment)	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS 2: continuity and change in the history of Missouri, the United States and the world	1 8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2 6: Apply communication techniques to the job search and to the workplace
D 4: Identify local international information resources	SS 2: continuity and change in the history of Missouri, the United States and the world SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1 4: Use technological tools and other resources to locate, select and organize information 2 7: Use technological tools to exchange information and ideas
D 5: Access national and international resources utilizing computer and print media (i.e., Internet, international databases, local libraries)	CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) SC 8: impact of science, technology and human activity on resources and the environment SS 7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1 4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 2 7: Use technological tools to exchange information and ideas
E 1: Define terms related to international marketing	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1 5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements
E 2: Recognize risks in overseas markets	SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas

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	SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements
E.3: Describe methods and procedures used to control risks	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
E.4: Analyze marketing strategies	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions

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International Business

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(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E.5: Recognize pricing strategies	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
E.6: Define procedures and documentation associated with transportation of goods	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SS.2: continuity and change in the history of Missouri, the United States and the world	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
E.7: Explain customer service strategies	CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS 6: relationships of the individual and groups to institutions and cultural traditions	3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions
F.1: Define terms related to international economics	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements
F.2: Identify the impact of geography and resources on trade	SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.2: Conduct research to answer questions and evaluate information and ideas 1.3: Design and conduct field and laboratory investigations to study nature and society 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.5: Reason inductively from a set of specific facts and deductively from general premises
F.3: Describe the impact of supply and demand	SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.1: Identify problems and define their scope and elements 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions
F.4: Differentiate between absolute and comparative advantage	CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.1: Explain reasoning and identify information used to support decisions

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.5: Identify advantages and disadvantages of free trade protectionism	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions
F.6: Identify the impact of the political structure on economic systems	CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.1: Develop questions and ideas to initiate and refine research 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
G.1: Define terms related to international finance	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements
G.2: Explain how fluctuating interest rates affect international trade	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.3: Identify financial institutions involved in international business (i.e., World Bank)	SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.4: Use technological tools and other resources to locate, select and organize information 2.7: Use technological tools to exchange information and ideas
G.4: Identify services and incentives of financial institutions	SS.2: continuity and change in the history of Missouri, the United States and the world SS.3: principles and processes of governance systems	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
G.5: Recognize differences in accounting systems used in other countries	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
G.6: Calculate currency exchange rates	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.7: Use technological tools to exchange information and ideas
G.7: Explain how currency exchange rates affect international trade	CA.7: identifying and evaluating relationships between language and culture SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas
G.8: Describe the impact of direct foreign investments	CA.7: identifying and evaluating relationships between language and culture SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.8: Assess costs, benefits and other consequences of proposed solutions
H.1: Define terms related to trade law	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements
H.2: Describe how legal systems differ	CA 6: participating in formal and informal presentations and discussions of issues and ideas SS 2: continuity and change in the history of Missouri, the United States and the world SS 3: principles and processes of governance systems	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
H.3: Recognize government's role and assistance in international law (i.e., protect against illegal imports, protect individual rights, ecology)	HP 6: consumer health issues (such as the effects of mass media and technologies on safety and health) SC 8: impact of science, technology and human activity on resources and the environment SS 2: continuity and change in the history of Missouri, the United States and the world SS 3: principles and processes of governance systems SS 6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
H.4: Identify unfair trade practices	SC 8: impact of science, technology and human activity on resources and the environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Competency Profile Date: 1994

International Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS 3: principles and processes of governance systems SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS 6: relationships of the individual and groups to institutions and cultural traditions	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
1.1: Define terms related to import/export	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements
1.2: Identify major foreign investments, both import and export	SS 3: principles and processes of governance systems SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
1.3: Describe barriers to international trade	SS 3: principles and processes of governance systems SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS 5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS 6: relationships of the individual and groups to institutions and cultural traditions	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
1.4: Identify governmental regulations that influence international trade (i.e., quotas, tariffs, embargoes, employment)	SC 8: impact of science, technology and human activity on resources and the environment SS 3: principles and processes of governance systems SS 6: relationships of the individual and groups to institutions and cultural traditions	1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 4.1: Explain reasoning and identify information used to support decisions 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others

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International Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
I.5: Explain reasons governments attempt to regulate trade	CA.6: participating in formal and informal presentations and discussions of issues and ideas SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.7: Evaluate the accuracy of information and the reliability of its sources 2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
I.6: Distinguish between different standards and measures (i.e., weight, volume, distance)	MA.2: geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.1: Identify problems and define their scope and elements 3.6: Examine problems and proposed solutions from multiple perspectives
J.1: Identify global organizations	SS.2: continuity and change in the history of Missouri, the United States and the world SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.1: Identify problems and define their scope and elements
J.2: Define terms related to global organizations and trade alliances	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others
J.3: Explain the purpose of trade alliances	CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment SS.6: relationships of the individual and groups to institutions and cultural traditions	
J.4: Identify major trade alliances	SC.8: impact of science, technology and human activity on resources and the environment SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.4: Present perceptions and ideas regarding works of the arts, humanities and sciences 4.3: Analyze the duties and responsibilities of individuals in societies

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International Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS 6: relationships of the individual and groups to institutions and cultural traditions	4.7: Identify and apply practices that preserve and enhance the safety and health of self and others

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An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Introduction to Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Distinguish between needs and wants	SS.6: relationships of the individual and groups to institutions and cultural traditions	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.5: Reason inductively from a set of specific facts and deductively from general premises
A.2: State the basic economic problem	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	3.1: Identify problems and define their scope and elements
A.3: Classify economic resources		
A.4: Identify economic systems	SS.3: principles and processes of governance systems	3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.7: Evaluate the extent to which a strategy addresses the problem 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
A.5: Explain features of market economy	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.7: identifying and evaluating relationships between language and culture SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
A.6: Identify different types of business ownership	SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
A.7: Describe four phases of business cycle	MA.4: patterns and relationships within and among functions and algebraic, geometric and trigonometric concepts SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	2.5: Perform or produce works in the fine and practical arts
A.8: Explain the effects of inflation and deflation	MA.3: data analysis, probability and statistics SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
A.9: Interpret economic indicators (e.g., CPI, unemployment, GNP)	MA.3: data analysis, probability and statistics SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Competency Profile Date: 1992

Introduction to Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.10: Distinguish between world and domestic trade	SS.2: continuity and change in the history of Missouri, the United States and the world SS.6: relationships of the individual and groups to institutions and cultural traditions	
A.11: Make economic choices using a decision-making model		2.6: Apply communication techniques to the job search and to the workplace 3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
B.1: Describe stages in the buying process	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	
B.2: Compare types of stores		
B.3: Interpret advertising/promotions	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.7: identifying and evaluating relationships between language and culture	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas
B.4: Calculate unit prices	HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
B.5: Interpret labels	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.7: identifying and evaluating relationships between language and culture HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
B.6: Compare national, store, and generic brands	HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Introduction to Business

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	
B.7: Evaluate product warranties	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	3.8: Assess costs, benefits and other consequences of proposed solutions
B.8: Explain rights and responsibilities of consumers		4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
B.9: Compare sources of consumer information (e.g., consumer reports, government studies)	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	
B.10: Explain governments' role in consumer affairs	SS.3: principles and processes of governance systems SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
B.11: Use wise buying practices	MA.3: data analysis, probability and statistics	3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.8: Assess costs, benefits and other consequences of proposed solutions
C.1: Identify basic components of computer	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) SC.8: impact of science, technology and human activity on resources and the environment	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.7: Use technological tools to exchange information and ideas
C.2: Describe characteristics of software used in business (e.g., database, spreadsheet, word processing,	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	
C.3: Identify business uses of software (e.g., database, spreadsheet, word processing, desktop publishing)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) SC.8: impact of science, technology and human activity on resources and the environment	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.7: Use technological tools to exchange information and ideas
C.4: Describe uses of telecommunications in business (e.g., fax, satellite, telephone)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.7: Use technological tools to exchange information and ideas

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Introduction to Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.5: Describe technology-related trends in producing and distributing goods	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	
D.1: Assess and evaluate personal goals and characteristics	CA.7: identifying and evaluating relationships between language and culture	4.1: Explain reasoning and identify information used to support decisions
D.2: Use sources of career information	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	
D.3: Describe entrepreneurship opportunities		
D.4: Predict future job trends (e.g., telecommuter)		4.8: Explore, prepare for and seek educational and job opportunities
D.5: Develop career paths and related requirements	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.3: Design and conduct field and laboratory investigations to study nature and society 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.8: Explore, prepare for and seek educational and job opportunities
D.6: Select a prospective career by using a decision-making model		3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.8: Explore, prepare for and seek educational and job opportunities
E.1: Use sources of job openings	CA.2: reading and evaluating fiction, poetry and drama	2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
E.2: Prepare resumes	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities

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Introduction to Business

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E.3: Prepare letters of application	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
E.4: Complete job applications	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.5: Comprehend and evaluate written, visual and oral presentations and works 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.8: Explore, prepare for and seek educational and job opportunities
E.5: Demonstrate job interview skills	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.6: Apply communication techniques to the job search and to the workplace 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities
E.6: Prepare follow-up letters	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Introduction to Business

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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.8: Explore, prepare for and seek educational and job opportunities
F.1: Compare types of financial institutions	SS.6: relationships of the individual and groups to institutions and cultural traditions	
F.2: Compare checking and savings accounts	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 3.5: Reason inductively from a set of specific facts and deductively from general premises
F.3: Select banking services	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	3.1: Identify problems and define their scope and elements 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.8: Explore, prepare for and seek educational and job opportunities
F.4: Open accounts	CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
F.5: Make deposits	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	
F.6: Maintain check register	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	
F.7: Prepare checks	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	

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Introduction to Business

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
F.8: Illustrate endorsements		
F.9: Explain electronic banking procedures	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	
F.10: Reconcile bank statements	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	
F.11: Explain the functions of the Federal Reserve	SS.6: relationships of the individual and groups to institutions and cultural traditions	
G.1: Describe types of credit (e.g., installment, sales, cash credit, notes)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	
G.2: Explain how a "good" credit record can be established and maintained	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	
G.3: Describe advantages and disadvantages of using credit		3.1: Identify problems and define their scope and elements 3.8: Assess costs, benefits and other consequences of proposed solutions
G.4: Compare sources of credit		
G.5: Calculate the cost of credit	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.8: Assess costs, benefits and other consequences of proposed solutions
G.6: Complete a credit application	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.8: Explore, prepare for and seek educational and job opportunities
G.7: Determine maturity dates of loans	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.2: Conduct research to answer questions and evaluate information and ideas 3.2: Develop and apply strategies based on ways others have prevented or solved problems
G.8: Explain function(s) of credit reporting agencies	CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.5: Perform or produce works in the fine and practical arts
G.9: Explain how credit laws protect consumers	CA.6: participating in formal and informal presentations and discussions of issues and ideas	3.4: Evaluate the processes used in recognizing and solving problems
H.1: Explain types and uses of taxes (e.g., income, social security, property, sales)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.3: principles and processes of governance systems	4.3: Analyze the duties and responsibilities of individuals in societies

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Introduction to Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
H.2: Complete W-4 form		2.2: Review and revise communications to improve accuracy and clarity 3.8: Assess costs, benefits and other consequences of proposed solutions
H.3: Interpret W-2 form	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.2: Conduct research to answer questions and evaluate information and ideas 1.5: Comprehend and evaluate written, visual and oral presentations and works
H.4: Complete 1040 E-Z form		2.2: Review and revise communications to improve accuracy and clarity 3.8: Assess costs, benefits and other consequences of proposed solutions
H.5: Compare tax assistance services	SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	
I.1: Explain purposes of insurance	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand) SS.6: relationships of the individual and groups to institutions and cultural traditions	4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
I.2: Describe types of vehicle insurance	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
I.3: Describe financial responsibility laws	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.3: principles and processes of governance systems	
I.4: Describe types of property insurance	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	
I.5: Describe types of health insurance	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health)	4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
I.6: Describe types of life insurance	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health)	
I.7: Describe income insurance	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	
J.1: Describe importance of investing	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	

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Introduction to Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
J.2: Compare types of savings accounts	MA.3: data analysis, probability and statistics SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	
J.3: Compare stocks and bonds	MA.3: data analysis, probability and statistics SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	
J.4: Interpret stock market reports	SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	
J.5: Describe mutual funds	SS.7: the use of tools of social science inquiry (such as surveys, statistics, maps, documents)	
J.6: Describe types of income security (e.g., IRAs, Keoghs, annuities, life insurance)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 3.1: Identify problems and define their scope and elements
J.7: Evaluate other types of investment opportunities (e.g., baseball cards, comic books, real estate)		1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies
J.8: Develop a personal investment plan	MA.3: data analysis, probability and statistics SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
K.1: Describe purposes of budgeting	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	
K.2: Compare gross and net pay	MA.3: data analysis, probability and statistics	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas
K.3: Prepare personal balance sheets and income statements	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
K.4: Maintain a personal budget and record keeping system	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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NOTE: After _____ weeks of instruction, this student has achieved a keyboarding speed of _____ words per minute with _____ errors during a ____-minute timing.

Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Demonstrate correct keyboarding posture	CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.4: principles of movement and physical fitness	1.6: Discover and evaluate patterns and relationships in information, ideas and structures
A.2: Demonstrate correct hand and arm position	CA.6: participating in formal and informal presentations and discussions of issues and ideas HP.4: principles of movement and physical fitness	1.6: Discover and evaluate patterns and relationships in information, ideas and structures
A.3: Apply touch keyboarding skills	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
B.1: Identify and use typewriter parts	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
B.2: Identify and use computer hardware components (Brand:)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
B.3: Operate alphabetic keys	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.5: Perform or produce works in the fine and practical arts
B.4: Operate numeric keys	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.5: Perform or produce works in the fine and practical arts
B.5: Operate symbol keys	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.5: Perform or produce works in the fine and practical arts
B.6: Operate function keys	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.5: Perform or produce works in the fine and practical arts

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	
B.7: Use special keys	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 2.5: Perform or produce works in the fine and practical arts
C.1: Handle diskettes	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas	2.5: Perform or produce works in the fine and practical arts 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
C.2: Load software	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas	2.5: Perform or produce works in the fine and practical arts 3.1: Develop and apply strategies based on one's own experience in preventing or solving problems
C.3: Format a disk	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas	2.5: Perform or produce works in the fine and practical arts 3.1: Develop and apply strategies based on one's own experience in preventing or solving problems
C.4: Use software (Brand)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.6: participating in formal and informal presentations and discussions of issues and ideas	2.5: Perform or produce works in the fine and practical arts 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
D.1: Identify and use proofreader's marks	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	2.2: Review and revise communications to improve accuracy and clarity
D.2: Proofread copy	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	2.2: Review and revise communications to improve accuracy and clarity
D.3: Revise copy	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	2.2: Review and revise communications to improve accuracy and clarity
D.4: Use correct grammar	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama	2.2: Review and revise communications to improve accuracy and clarity

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	
D.5: Apply word division and punctuation rules	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.2: reading and evaluating fiction, poetry and drama CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	2.2: Review and revise communications to improve accuracy and clarity
E.1: Format a personal letter	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
E.2: Address an envelope	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
E.3: Format a simple business letter	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
E.4: Format a business letter with special lines	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
E.5: Format a two-page business letter	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
E.6: Prepare a form letter	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story telling, debates, lectures, multi-media productions)	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts
E.7: Prepare mailing labels	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA 5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions)	2.7: Use technological tools to exchange information and ideas
F.1: Format a simple paragraph	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
F.2: Format an unbound one page report	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
F.3: Format an outline	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA 1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.8: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
F.4: Format a bound report	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.8: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
F.5: Format a multipage report with special pages	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
F.6: Prepare an agenda	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
F.7: Format minutes of a meeting	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works

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Competency Profile Date: 1990

Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
F.8: Prepare a news release	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.6: participating in formal and informal presentations and discussions of issues and ideas	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
F.9: Prepare an itinerary	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.5: Perform or produce works in the fine and practical arts 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
G.1: Format a simple table	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
G.2: Format a table using columnar headings	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
G.3: Format a table using column headings and financial data	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
G.4: Format a table with special features	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works

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Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
H.1: Format a memorandum	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
H.2: Prepare a requisition	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
H.3: Prepare a purchase order	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals

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Competency Profile Date: 1990

Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
H.4: Prepare an invoice	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
H.5: Prepare a voucher check	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
H.6: Prepare a file card	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
I.1: Identify careers requiring keyboarding skills	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	2.6: Apply communication techniques to the job search and to the workplace 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
I.2: Compose and format a letter of application	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.4: Use technological tools and other resources to locate, select and organize information

Keyboarding and Keyboard Applications

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) FA 4: interrelationships of visual and performing arts and the relationships of the arts to other disciplines	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.8: Explore, prepare for and seek educational and job opportunities
1.3: Compose and format a personal data sheet	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) FA 4: interrelationships of visual and performing arts and the relationships of the arts to other disciplines	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals 4.8: Explore, prepare for and seek educational and job opportunities
1.4: Complete an application form	CA 1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA 4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) SS 4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.5: Perform or produce works in the fine and practical arts 2.6: Apply communication techniques to the job search and to the workplace 2.7: Use technological tools to exchange information and ideas 4.4: Recognize and practice honesty and integrity in academic work and in the workplace 4.8: Explore, prepare for and seek educational and job opportunities

873

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874

NOTES: Students should have an understanding of basic math competencies, such as adding, subtracting, multiplying, dividing, reading, writing, and pronouncing whole numbers, fractions, decimals, and percents. They should be able to perform common conversions with mixed numbers (e.g., convert fractions to decimals, convert percents to fractions) and to compute averages. Computer skills are also helpful when using this profile. Duty bands and competencies do not need to be taught in any particular order. Some duty bands and competencies can be integrated and taught together. Team teaching is encouraged. Competencies completed will depend on the length of the course. The code in parentheses is the competency identification number used in computerized management systems. NOTE: An asterisk (*) in the curriculum frameworks column(s) indicates all "to do" statements in that section are applicable.

Mathematics in Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
A.1: Compare career opportunities that use mathematical concepts in everyday work (A001)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals)	1.2: Conduct research to answer questions and evaluate information and ideas 1.4: Use technological tools and other resources to locate, select and organize information 4.8: Explore, prepare for and seek educational and job opportunities
A.2: Proofread numerical data (A002)		1.7: Evaluate the accuracy of information and the reliability of its sources 2.2: Review and revise communications to improve accuracy and clarity
A.3: Develop and apply math shortcuts to solve business problems (A003)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems
A.4: Compare an estimated answer to a computed solution (A004)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises
A.5: Apply problem solving processes to real world situations (A005)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations SC.7: processes of scientific inquiry (such as formulating and testing hypotheses)	1.4: Use technological tools and other resources to locate, select and organize information 1.5: Comprehend and evaluate written, visual and oral presentations and works 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.7: Use technological tools to exchange information and ideas 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.4: Evaluate the processes used in recognizing and solving problems 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.6: Examine problems and proposed solutions from multiple perspectives

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Mathematics in Business

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
A.6: Communicate mathematical solutions (oral and written) (A006)	CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes)	2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.2: Review and revise communications to improve accuracy and clarity 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 4.1: Explain reasoning and identify information used to support decisions
A.7: Utilize team skills to analyze and solve business math problems (A007)	CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	2.3: Exchange information, questions and ideas while recognizing the perspectives of others 3.2: Develop and apply strategies based on ways others have prevented or solved problems 3.3: Develop and apply strategies based on one's own experience in preventing or solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions 4.6: Identify tasks that require a coordinated effort and work with others to complete those tasks
B.1: Define math terms related to the work place (e.g., gross pay, net pay, FICA, commission) (B001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.2: Review and revise communications to improve accuracy and clarity 2.6: Apply communication techniques to the job search and to the workplace
B.2: Complete employee payroll forms (e.g., W-4, W-2, insurance) (B002)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
B.3: Operate a calculator by the touch method (B003)		2.5: Perform or produce works in the fine and practical arts
B.4: Determine and count back change to customers (B004)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
B.5: Express a relationship as a ratio (B005)	MA.5: mathematical systems (including real numbers, whole numbers, integers, fractions), geometry, and number theory (including primes, factors, multiples)	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
B.6: Calculate mark-ups and mark-downs based on cost and selling prices (B006)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the	3.6: Examine problems and proposed solutions from multiple perspectives

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Mathematics in Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	workplace and other situations	
B.7: Calculate trade and cash discounts (B007)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	3.6: Examine problems and proposed solutions from multiple perspectives
B.8: Complete business forms related to sales and purchasing (e.g., requisition, purchase order, invoice) (B008)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization)	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 2.6: Apply communication techniques to the job search and to the workplace
B.9: Compute inventory values using LIFO, FIFO, average cost (B009)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	3.6: Examine problems and proposed solutions from multiple perspectives
B.10: Compare/contrast inventory values (e.g., LIFO, FIFO, average cost) (B010)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.6: Examine problems and proposed solutions from multiple perspectives 3.8: Assess costs, benefits and other consequences of proposed solutions
B.11: Compute depreciation expense (e.g., using I.R.S. tables and software) (B011)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	3.6: Examine problems and proposed solutions from multiple perspectives
B.12: Compare/contrast depreciation methods (e.g., straight line, weighted average, double declining balance) (B012)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions
B.13: Identify the order of mathematical operations as it relates to computer spreadsheet applications (B013)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.4: Use technological tools and other resources to locate, select and organize information 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Mathematics in Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
B.14: Analyze business data using statistical functions (e.g., @, avg, sum, max, if) (B014)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.4: patterns and relationships within and among functions and algebraic, geometric and trigonometric concepts	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
B.15: Construct and interpret computer-generated business graphs and/or charts (B015)	CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.6: discrete mathematics (such as graph theory, counting techniques, matrices)	1.4: Use technological tools and other resources to locate, select and organize information 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences
B.16: Assess the cost effectiveness of telecommunication services (e.g., car phone, FAX, e-mail, bulletin board) (B016)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions
C.1: Compute gross and net earnings for salaried employees (C001)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
C.2: Compute gross and net earnings for hourly employees (C002)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
C.3: Compute gross and net earnings for commissioned employees (C003)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
C.4: Compute gross and net earnings for piecework employees (C004)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
C.5: Calculate the value of non-compensation employee benefits (e.g., vacation, health insurance) (C005)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
C.6: Prepare personal budgets (C006)	HP.2: principles and practices of physical and mental health (such as personal health habits, nutrition, stress management) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
C.7: Record checking account transactions and maintain accurate balances (C007)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
C.8: Compute simple interest (C008)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Competency Profile Date: 1995

Mathematics in Business

Cross-Reference to Show-Me Standards (mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.9: Compute compound interest (C009)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.2: Develop and apply strategies based on ways others have prevented or solved problems
C.10: Evaluate characteristics, costs and benefits of investments (e.g., savings account, IRA, CD, annuity) (C010)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 3.8: Assess costs, benefits and other consequences of proposed solutions
C.11: Analyze amortization schedules for short- and long-term loans (C011)	MA.3: data analysis, probability and statistics	1.3: Design and conduct field and laboratory investigations to study nature and society 3.8: Assess costs, benefits and other consequences of proposed solutions
C.12: Compare interest and other charges (e.g., annual fees, late fees) on credit cards (C012)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.8: Assess costs, benefits and other consequences of proposed solutions
C.13: Compare insurance rates and services (C013)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 3.8: Assess costs, benefits and other consequences of proposed solutions
C.14: Compute property taxes (C014)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.3: Analyze the duties and responsibilities of individuals in societies
C.15: Complete personal federal income tax forms (C015)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.4: Recognize and practice honesty and integrity in academic work and in the workplace

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Mathematics in Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
C.16: Complete personal state income tax forms (C016)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
D.1: Develop a business plan (D001)	CA.1: speaking and writing standard English (including grammar, usage, punctuation, spelling, capitalization) CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) CA.4: writing formally (such as reports, narratives, essays) and informally (such as outlines, notes) CA.5: comprehending and evaluating the content and artistic aspects of oral and visual presentations (such as story-telling, debates, lectures, multi-media productions) CA.6: participating in formal and informal presentations and discussions of issues and ideas MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment	1.4: Use technological tools and other resources to locate, select and organize information 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 2.1: Plan and make written, oral and visual presentations for a variety of purposes and audiences 2.3: Exchange information, questions and ideas while recognizing the perspectives of others 2.7: Use technological tools to exchange information and ideas 3.1: Identify problems and define their scope and elements 3.4: Evaluate the processes used in recognizing and solving problems 3.6: Examine problems and proposed solutions from multiple perspectives 3.7: Evaluate the extent to which a strategy addresses the problem 3.8: Assess costs, benefits and other consequences of proposed solutions 4.1: Explain reasoning and identify information used to support decisions 4.5: Develop, monitor and revise plans of action to meet deadlines and accomplish goals
D.2: Investigate types and costs of business loans (D002)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.5: Comprehend and evaluate written, visual and oral presentations and works 1.7: Evaluate the accuracy of information and the reliability of its sources 3.8: Assess costs, benefits and other consequences of proposed solutions
D.3: Determine the cost of employee benefits and employer taxes (e.g. health insurance, FICA, disability, unemployment) (D003)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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Mathematics in Business

Cross-Reference to Show-Me Standards
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Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
		3.8: Assess costs, benefits and other consequences of proposed solutions 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
D.4: Complete business tax forms (e.g., income, sales, payroll) (D004)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	4.2: Understand and apply the rights and responsibilities of citizenship in Missouri and the United States 4.4: Recognize and practice honesty and integrity in academic work and in the workplace
D.5: Prepare and interpret financial statements (D005)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations MA.3: data analysis, probability and statistics	1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation
D.6: Compute working capital and return on assets (D006)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
D.7: Apply probability measures to determine chances of business success (D007)	MA.3: data analysis, probability and statistics	1.7: Evaluate the accuracy of information and the reliability of its sources 3.5: Reason inductively from a set of specific facts and deductively from general premises 3.8: Assess costs, benefits and other consequences of proposed solutions
D.8: Describe consequences of business closure and/or restructuring (e.g., liquidation, downsizing, bankruptcy) (D008)	CA.6: participating in formal and informal presentations and discussions of issues and ideas SC.8: impact of science, technology and human activity on resources and the environment	3.7: Evaluate the extent to which a strategy addresses the problem 4.1: Explain reasoning and identify information used to support decisions 4.3: Analyze the duties and responsibilities of individuals in societies 4.7: Identify and apply practices that preserve and enhance the safety and health of self and others
E.1: Apply currency exchange rates (E001)	MA.1: addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in the workplace and other situations	1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
E.2: Compare/contrast the cost of living and standard of living in the United States with other countries (E002)	CA.3: reading and evaluating nonfiction works and material (such as biographies, newspapers, technical manuals) HP.6: consumer health issues (such as the effects of mass media and technologies on safety and health) MA.3: data analysis, probability and statistics SC.8: impact of science, technology and human activity on resources and the environment SS.4: economic concepts (including productivity and the market system) and principles (including the laws of supply and demand)	1.1: Develop questions and ideas to initiate and refine research 1.2: Conduct research to answer questions and evaluate information and ideas 1.6: Discover and evaluate patterns and relationships in information, ideas and structures 1.7: Evaluate the accuracy of information and the reliability of its sources 1.8: Organize data, information and ideas into useful forms (including charts, graphs, outlines) for analysis or presentation 1.9: Identify, analyze and compare the institutions, traditions and art forms of past and present societies

KEY: * = may use all "to do" statements # = same Frameworks as previous competency
98 = same Frameworks as previous competency 99 = "to know" statements may not be applicable

Mathematics in Business

Cross-Reference to Show-Me Standards
(mini report with words)

Duty Band and Task Statement	Knowledge (Content)	Performance (Goals)
	SS.5: the major elements of geographical study and analysis (such as location, place, movement, regions) and their relationships to changes in society and environment	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers 4.3: Analyze the duties and responsibilities of individuals in societies
E.3: Measure weight in standard (English) and metric units (E003)	MA.2: geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
E.4: Measure distance in standard (English) and metric units (E004)	MA.2: geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers
E.5: Measure volume in standard (English) and metric units (E005)	MA.2: geometric and spatial sense involving measurement (including length, area, volume), trigonometry, and similarity and transformations of shapes	1.10: Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers

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